DOCUMENT RESUME

ED 073 788 LI 004 235

AUTHOR	Perkins, John W.; And Others
TITLE	Library Technical Processes Procedures, Second Edition.
INSTITUTION	Inglewood Public Library, Calif.
PUB DATE	72
NOTE	127p.;(2 References)
AVAILABLE FROM	City of Inglewood, Finance Department, Number One Manchester, Inglewood, Calif. 90301 ($4.50)
EDRS PRICE	MF-$0.65 HC-$6.58
DESCRIPTORS	Books; *Cataloging; *Catalogs; Classification; *Electronic Data Processing; Filing; Information Storage; Library Acquisition; *Library Collections; *Library Technical Processes; Manuals

ABSTRACT

Designed basically as an operating manual for the technical processing staff, this publication is also intended to be used as a reference by librarians and library administrators. The contents include: the book, book collections, the public card catalog, catalog card filing rules, objectives-goals-activities of the Technical Processes Division, organization of the Technical Processes Division, position descriptions, mechanization and merchandising, acquisitions, cataloging and classifying, mechanical processing, binding, inventory procedures, projects-plans-statistics, a glossary of library and book trade terms, and an index. This second edition reflects the many changes and revisions which have taken place since the earlier edition was published in 1968. Included are process charts for acquisitions, cataloging and classifying, and mechanical processing. Examples also include a variety of book labels. (Author)

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LIBRARY TECHNICAL PROCESSES PROCEDURES

SECOND EDITION

FILMED FROM BEST AVAILABLE COPY

INGLEWOOD PUBLIC LIBRARY
10 Queen Street
Inglewood, California 90301
1972

LI 004 235

PRODUCED BY

John W. Perkins, Library Director
Clifford R. Phillips, Head — Technical Processes Division
Paul N. Clingen, Administrative Assistant

ASSISTED BY

Kathleen Acquarelli, Book Order-receiving Supervisor

PREPARED BY

Patricia R. Williams, Clerk Typist

Library of Congress Cataloging in Publication Data

Inglewood Public Library.
Library technical processes procedures.

Published in 1968 under title: Technical processes procedures.
1. Processing (Libraries)—Handbooks, manuals, etc. I. Title.
Z688.5.I55 1972 025.02'0979493 72-13243
ISBN 0-913578-03-7

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PREFACE TO THE SECOND EDITION

The first edition of the Inglewood Public Library's Technical Processes Procedures was published in July 1968. During the four years since that printing there have been enough significant changes in almost all aspects of the book processing function to warrant a revision. In addition to changes of all types, additional experience was gained. In July 1968 the book collection contained 73,665 titles and 138,759 copies. In July 1972 it was 91,859 titles and 183,549 copies. During that period the Technical Processes Division also processed 46,252 volumes on contract for a new college library and a new public library. A processing center was established and many innovations employed.

Almost every section in the procedures manual has been revised. A statement on "Organization and Goals" constitutes a new section. The revision of the ALA Rules for Filing Catalog Cards resulted in changes in that section of the manual.

The section on the "Organization of the Technical Processes Division and Position Descriptions" represents a substantial revision of the first edition. A revision of the position descriptions was incorporated in the Library's publication, Library Position Descriptions, printed in July 1970. Technical Processes position descriptions are again revised in this edition of the Library Technical Processes Procedures.

Even though the same format was used in the sections, "Acquisitions," "Cataloging and Classifying," and "Mechanical Processing," many additions, deletions, and changes were made. Process charts are also included. The routines for processing children's subject materials using our Library of Congress Classification Adapted for Children's Books is new.

"Book Collections" and "Projects, Plans, and Statistics" was extensively revised. Changes and modifications were also made in "Binding," "Inventory Procedures," and "Glossary of Library and Book Trade Terms." Few changes were made in the sections "The Book," "Mechanization and Merchandising," and "The Public Card Catalog." A new index was required.

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INTRODUCTION TO SECOND EDITION

BACKGROUND

The City of Inglewood withdrew from the Los Angeles County Library District on July 1, 1962 and activated its own city library. Selecting, purchasing, and processing books for the new library began 90 days before the library opened. The main library was opened on July 1 and two branch libraries the same month. A book collection was rapidly amassed – 100,000 volumes were collected in less than 2 1/2 years. The Library acquired many out-of-print books and built an in-depth collection.

The entire stock of Wilson catalog cards – that is, one set of cards for each title – was ordered. It was never the intent to select books from the Wilson cards received, but only to speed up book processing. Library of Congress cards were purchased for adult subject material for which Wilson cards were not available. Original cataloging was done for poetry, plays, biography, humor, and other classifications that could be easily identified. Adult fiction and juveniles were originally cataloged if Wilson cards were not available. A divided catalog, author–title and subject, was used in all libraries for both adult and juvenile collections.

Decisions that affected book processing included the method of charging books and other library materials, and the physical appearance of the book. Books were photocharged directly from an inside book label, thus eliminating the traditional book card. Spine labels were affixed to book jackets, and the books in turn covered with plastic jackets. Specialized equipment included IBM electric typewriters with long platens (for typing three cards at a time) and card holders, a large-type typewriter for spine labels, and an electric pasting machine.

A filled order file listing author, title, edition, and number of copies remained a permanent file. Tracings on the shelf list were also made. These policies were adopted to insure that the Technical Processes Division could be operated as a separate entity in a location away from the main library.

On January 1, 1966, the Library began using the Library of Congress classification system for adult subject materials and also for phonograph records and tapes. From that time the Library reclassified all copies of a title when an added copy was received. Reclassification in selected areas began in January 1967. The reclassification has progressed to the point that when the main library was moved to new quarters in April 1968 the entire open shelf adult subject collection was classified in Library of Congress system. The reclassification was completed in January 1971. A reclassification of children's subject materials from the Dewey decimal classification to an adaptation of the Library of Congress classification was begun in January 1972. This is discussed in the Projects, Plans, and Statistics section of this manual.

The Technical Processes Division was originally housed in a section of the main library in a rented store space. In September 1963 it was moved to another rented store space across the street (along with offices, Serials, and Circulation Control) and occuped some 1,800 sq. ft. of the total 2,500 sq. ft. In March 1968 it was again moved (along with the entire main library) to a new temporary industrial-type metal building. Technical Processes now occupies some 2,300 sq. ft. in the building. (Total space in the building is 15,440 sq. ft.) The new building

was functionally designed to provide for an efficient flow of materials in the processing area. A loading dock is conveniently located adjacent to the receiving area. A new main library building under construction is discussed in the Projects, Plans, and Statistics section of this manual.

THE NEED FOR A POLICY AND PROCEDURAL MANUAL

Since the inception of the Library, many procedures for specific or related jobs have been prepared and revised. General policies and filing rules have also been formalized in various forms. No complete manual covering all aspects of Technical Processes functions has been prepared subsequent to the first edition of this manual in July 1968. The growth and development of the processing function, evolutionary and dynamic changes, new concepts and technology — all are factors in requiring a complete procedural manual.

TOPICS INCLUDED

The manual covers the acquisition, cataloging, classifying and mechanical processing of books. Other library materials, such as serials, pamphlets, phonograph records, tapes, or cassettes are not included. All aspects of the processing function are discussed, including added copies, withdrawals, and bindery preparation. A glossary of terms, filing rules, and job descriptions of processing employees are also included. The manual is designed principally for Inglewood processing personnel and is assembled in such a manner as to enable the employee to view his duties in terms of the function of the entire division.

THE VALUE OF A POLICY AND PROCEDURAL MANUAL

In the preparation of the manual, a review of current procedures was necessary which did result in some changes, revisions, and improved methods.

A procedural manual of this type is additionally useful in a number of ways:

1) It serves as an instructional manual for employees performing a specific processing function (usually accompanied by card samples and additional detailed instructions).

2) It can be used to review a function, either by an employee on the job or by his supervisor.

3) It assists an employee to understand related functions.

4) It aids library administrators, professional staff, and city officials in the understanding of the technical processes function.

5) It aids library administrators in making comparative evaluations of their own functions.

6) It provides case study material for library schools.

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THE BOOK

This section deals with reading a book technically — that is, examining those parts that are auxiliary to the real text. This section is included because of its importance to those in technical processing who describe books. (SEE Introduction to Cataloging and the Classification of Books by Margaret Mann, from which the material is taken.)

COVER TITLE

The cover title is printed on the cover of the book and sometimes differs from the title on the title page.

BINDER'S TITLE

The binder's title appears on the book spine and may also differ from the title on the title page.

HALF TITLE

The half title (bastard title or foretitle) is a brief title (without author's name or imprint) appearing on a leaf preceding the title page.

SERIES TITLE

Publisher's series. This series refers to separate but related publishers' titles usually issued in succession by one publisher in a uniform style and with a collective title.

Monograph series. This series is similar to the above except that it is issued by a society or institution. Parts are related by subject and usually appear as a numbered series.

Author series. An author's works may be issued in a series of his own.

TITLE PAGE

Title. The title page is a page at the front of the book which contains the full title and usually gives author's name, edition (if other than the first), publisher, place and date of publication. A subtitle is the secondary or explanatory title following the main title. An alternate title is a subtitle, usually introduced by "or." If the title is ambiguous, it is sometimes necessary to amplify it for the reader: (Candide [play]). A changed title is a title in a later edition or reprint of a book which differs from the title given when the book was originally printed. Changed titles sometimes appear in revised or abridged editions and the book must therefore be considered a new work.

Author. In a broad sense the author is the writer of the book or the person or body immediately responsible for its existence. (A compiler or editor who assembles the writings of several authors is the "author" of a collection.) Corporate bodies such as societies, firms, institutions, may be considered authors of publications issued in their name or by their authority.

Edition. The edition is usually given on the title page. A new or revised edition contains a certain number of modifications, deletions, and additions — it is not just another printing of the former edition. A reprint is a reproduction of an earlier edition of a book without alterations, except in outward form, made after one or more editions have already been printed from the same plates.

Imprint. The place, publisher's name, and date of publication, ordinarily printed at the foot of the title page, are called the imprint. The copyright date, usually found on the verso of the title page, may also be part of the imprint. The date on the title page usually refers to the date of the edition issued. The date changes with reprinting. (It does not indicate the date when the book was first printed if more than one edition has been issued.) Copyright is a grant to an author by which the government assures protection against the use of his text by another. It gives the author, for a certain term of years, private and personal right to manufacture, print, and vend his own production. The copyright notice, usually printed on the verso of the title page, is the date when the grant was given to the author. The first date signifies the date of the first edition of a copyrighted book and corresponds to the imprint date of the original edition. If several copyright dates are given, they signify either a change in the text or a renewal of the copyright.

RUNNING TITLE

The title repeated at the top of the page throughout a book is called the running title.

DEDICATION

The dedication is an expression of homage on the part of the author to another person. It is usually brief and is placed at the front of the book just before the preface.

PREFACE

The preface is a discourse, or note, which precedes the text. It contains the explanations which the author judges necessary to give to his readers. It may be written to present the author's plan, to set forth the objects of the book, to tell the reason it was written, to explain how the subject was developed, or to make acknowledgement for assistance received.

TABLE OF CONTENTS

The table of contents, which usually follows the title page, is a list of chapter headings in the order in which they occur. It may often be a detailed explanation of the topics treated in each chapter. The table of contents allows the reader to see at a glance the entire field covered by the book.

INTRODUCTION

The preliminary discourse or note, usually following the table of contents, is called the introduction. It sometimes forms the first chapter of the book, and gives a more elaborate development of the author's subject than the preface does. Its object is to present some historical, literary, or other significant facts designed to facilitate a comprehension of the whole work. It is common practice for the introduction to be written by a person other than the author.

INDEX

The index to a book may be defined as a detailed alphabetical list of names and subjects treated in the text, with exact page references, and is normally placed at the end of the book. The table of contents gives a systematic arrangement of the material in the book while the index gives a more detailed alphabetical list. The index is usually only consulted when a specific topic is wanted.

BIBLIOGRAPHIES

A bibliography may be a list of books of a particular author, printer, place, period, or on any particular theme. It constitutes the literature of a subject. Bibliographies may be included at the beginning or end of chapters, in footnotes, or at the end of the book.

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BOOK COLLECTIONS

The Library's various book collections are briefly described, as these are generally "standard" in public libraries. The depository, extension, and extramural collections, however, are more fully described (including their function, justification, processing, and maintenance) because of their unique nature.

CONTENTS OF THIS SECTION:

Major collections

- Adult subject collection
- Reference collection
- Non-circulating books
- Adult fiction collection
- Young adult collection
- Children's book collection:
  - Fiction collection, subject collection, picture books, easy books, and reference collection

Special circulating collections

- Oversize books
- Large print collection
- Sets
- Library service collection
- Nineteenth century collection
- Foreign language collection

Depository collection

Extension collection

Extramural collection

Uncataloged duplicate collection

MAJOR COLLECTIONS (all libraries)

Adult subject collection. This collection is classified by the Library of Congress book classification system (L.C.).

Reference collection. Reference collections are arranged by L.C. in the main library and branches.

Non-circulating books. The library's reference collection contains a number of titles that are not strictly reference but have been placed there with the intent that there would always be a copy available for public use. These titles include duplicates of circulating copies as well as the latest edition of works published serially. The new policy will be to remove such titles and intershelve them on the open shelves. (The notation "Non-circulating" will appear on the book spine and front end paper. Public catalog cards will indicate non-circulating.)

Adult fiction collection. This collection, arranged by author, also contains the following separate collections (arranged by collection on the shelf): mysteries, westerns, science fiction, short stories, and romance. (Notations on spine labels are (M), (W), (SF), (SS), and Romance Collection.)

Young adult collection. This collection consists of adult books that would be of interest to young adults with adult reading interests. It contains both fiction and subject materials.

Children's book collection. This collection consists of the following separate collections (arranged by collection on the shelf):

(1) Fiction collection arranged by author.

(2) Subject collection arranged by modified LC (the first three letters of the author's last name are used under the modified LC to make up a complete call number). (The two collections above include teen books, which have green dots under the spine label.)

(3) Picture books, arranged by author.

(4) Easy books, arranged by modified LC for subject materials and Easy 1, 2, and 3 for graded readers.

(5) Reference collection, arranged by modified LC (Non-circulating).

SPECIAL CIRCULATING COLLECTIONS

Oversize books. Adult oversize books are over 30 cm (12 inches) high except for music and art (M and N classifications) which are 35 cm (14 inches). Oversize books are shelved in a separate collect[illegible].

Large print collection. This extensive collection had been arranged by author and had shelf list cards but no public records. Book lists are, however, prepared and revised periodically. (Each volume contains a routing slip, similar to a date slip, for loan to branch libraries.) Because this collection has increased to an extent that the author arrangement is no longer practical, subject materials are being classified by LC. Included in the fiction, arranged by author, are the same separate collections as with adult fiction -- mysteries, westerns, etc.

Public catalog cards are made. These materials are selected by the Social Services Librarian.

Sets. Multi-volume works are classified LC, or by author if fiction, and shelved as a separate collection. This category does not include reference or children's books. (The notation on labels is SET.)

Library service collection. Materials in this closed shelf collection are available on request. Interested borrowers are granted access to the collection. The classification is LC and books are listed in the public card catalog. The collection consists of books, pamphlets, and periodicals dealing with libraries, library science, library buildings, library schools, librarianship in general, history of books and printing, and multi-media materials. It does not include book auction records.

Nineteenth century collection. This collection, arranged by LC and with public records, contains selected "popular" books printed in the nineteenth century that reflect American social life and technology of the time.

Foreign language collection. This collection, presently arranged by language (Sp for Spanish, Ge for German, etc.) and secondarily by author, has shelf list cards but no public records. Because of the increase in the collection (especially in Spanish) subjects are being classified by LC. Public catalog cards are made.

DEPOSITORY COLLECTION

As American publishers are now printing some 35,000 titles a year, it is becoming rapidly apparent that limited space in today's public libraries will allow only for a "basic" collection in public areas. The building cost of top quality stack space (good lighting, wide aisles, etc.) required in public areas is a limiting factor. Increasing shelving maintenance cost is also becoming prohibitive. As a result, the Inglewood Public Library is oriented to the depository collection concept.

Important but less frequently used materials are shelved in the Library's storage area. All materials are fully cataloged and appear in the main library public catalog. A plastic card cover noting "Depository" indicates the location of this collection. Call slips are completed for the items wanted which, in turn, are available on a daily paging basis.

Books infrequently used can be determined in this manner: As books are charged out to the public, a use index card is marked indicating each transaction. Books are reviewed periodically and lesser used materials are transferred to the depository collection. "Use index" cards are not utilized for obviously popular collections such as mysteries, westerns, science fiction, and paperbacks.

Books are occasionally purchased (or in some cases donated) and cataloged initially for the depository collection. Examples of the kinds of material selected may include specialized or obscure source materials of all types, specialized multi-volume works, social and political works that have been superseded in content as well as being no longer "timely," yesterday's fiction (which may again be popular if a movie is released that is based on the novel), rare and out-of-print books, "sophisticated" works, and very scholarly publications.

If a depository work again becomes in demand, it is placed in the open shelf collection. Renewed interest in a subject or author for many various reasons is a frequent occurrence.

Children's books. Some children's books are also in the depository. These consist only of duplicate copies of titles and are held for replacement purposes.

Duplicate copies. Multiple copies of a once useful or popular title often are routed to the depository collection. Duplicate copies, for the most part, were originally incorporated in branch library collections. They may be withdrawn as no longer significant (in contrast to other newer books), because requirements of the community relative to information and subject have changed, because of short-term popularity, as no longer being timely, or as having been superseded by other works on the subject. Cataloged duplicate copies are retained principally as replacement copies.

Nontransferable materials. These adult materials consist of (1) very expensive books (art books), (2) books likely to be stolen or mutilated (falconry, ships), and (3) very "sophisticated" books (fiction and subjects). These materials are intershelved with other depository materials. As previously indicated, depository books may be transferred to the circulating collection if frequently used. As these materials do, however, circulate frequently and as it is advisable to retain them in the depository, the notation "Depository-nontransferable" is stamped on the inside label and on the shelf list card.

EXTENSION COLLECTION

Definition. The extension collection is an intralibrary loan collection of fiction titles selected to augment branch library collections. It includes all branch mysteries. In every case the copy (or copies) in the extension collection is a duplicate of the main library copy. Books are circulated for four months in a branch library (except as noted below) before being routed to the next branch library or to the extension depository.

Selection. Books over a year old that have sufficient appeal to warrant their inclusion are assigned to the extension collection. The source of these books is either from gifts or purchases from book dealers.

New books, purchased from jobbers or even book dealers may be selected for inclusion in the extension collection if it is determined that they would be popular but still not desired as a permanent branch library holding. If a title is sufficiently popular (such as a new mystery), an extension copy can be added for each branch. At the end of one year, extra extension copies are transferred to the main library.

Advantages. An extension collection means more books at more places. It is economical and saves on staff time, as the books can be easily moved with a minimum of record keeping. Listed below are some advantages and observations on the extension collection concept as contrasted to permanent holdings:

(1) Branch libraries receive a larger number of new titles--three extension collection titles annually compared to one "permanent" title.

(2) The Library is getting more titles for less money. Two titles, for example, can be purchased at the cost of two copies of the same title.

(3) The labor of transferring books is minimized--no public records are removed or Technical Processes staff time involved in handling and record changes. Branch library clerical personnel can be assigned the receiving and routing of extension collection titles.

(4) Branch library collections tend to become static--except for books being added. If a vigorous weeding program is not carried on continuously, lack of shelf space for books becomes an acute problem. The acquisition of extension collection materials helps to prevent a collection from becoming static, in that more emphasis is placed upon acquiring extension titles in lieu of an increased fiction core collection. This also helps to reduce the amount of staff time required for weeding, as extension copies are transferred on a regular schedule.

(5) Avid readers can rapidly "read out" a static branch library collection. A continuous turnover of popular books every four months gives readers a choice of books to which they would normally not have access unless they used the main library.

Processing. Extension copies will be marked on the shelf list and on the inside label ("c2x," "c3x," etc.). No branch shelf list card or public catalog cards will be made (as the extension collection is essentially a browsing collection). An extension shelf list card will be routed with the book and be retained by the branch library in a separate file while the book is at the branch. Books will be easily identifiable by a red dot directly above the spine label.

Routing. Routing information will be indicated on a slip in the back of the book. Locations will be noted as "M," "x1," "x2," and "D." If a book is to be routed to extension 2, for example, the "x2" will be circled, and transfer date and next location stamped--month and year only.

Initially, copies will be routed by Technical Processes staff (on an equal basis) to branch libraries. After four months the books will be routed to the other branch library, and after that, to the extension depository. Branch librarians can then select any extension depository item they wish. The extension depository will also be weeded periodically and books will be transferred to the depository collection.

With this method, books can be easily transferred from one branch to another. No catalog cards are required and fiction in branches will consequently be fluid. There would be no reason to retain a title at a branch if it were not being read. Books not "on loan" in branches would be housed in the extension depository. These materials could be reviewed from time to time in order to again route them to branches. It should be noted that this arrangement would not change the concept of the fiction depository collection, as these titles are little used and include duplicates.

One year books. As noted above, some titles may be sufficiently popular to warrant duplicates in each branch library. Routing slips will indicate that (after one year) one branch copy will be routed to the extension collection, and the other branch copy will be transferred to the main library. (At Main, the "x" will be lined out on the shelf list, the red dot removed, and the extension card discarded.

The copy will then become a main library added copy.)

When copies of the same title are ordered for branches it can be determined if they will be "permanent" or "extension" (one year) by the book account number.

Professional staff time will be spent on selection--not on withdrawal routines. Automatic weeding is inherent with this method. If an item is still popular after one year, it can still be made available for an additional four months before transfer to another location as indicated above.

Present program. The Library is presently evaluating its fiction collection and transferring many "permanent" holdings to the extension collection. SEE Projects, Plans, and Statistics.

EXTRAMURAL COLLECTION

Definition. The library maintains collections of materials for use in the following facilities other than libraries:

(1) Convalescent hospitals

(2) General hospitals

(3) City recreation buildings

(4) Fire stations

All agencies with which books are placed agree that the materials are the property of the City, that materials will be placed in the collection only by the Library and that no gifts will be accepted for inclusion except through the Library. Extramural collections are under the supervision of the Social Services Librarian.

Selection. Books selected for inclusion in the extramural collection cover fiction and a wide range of subjects. Even though books are in the same collection, not all are suitable for the same location. Many materials in a senior citizens collection in city recreation buildings, for example, would not be suitable for a fire station collection, and vice versa.

Records. A standard shelf list card is made for each title. Information is limited to (1) author, (2) title, and (3) edition. "Extramural shelf list" is stamped in the lower right corner, and copy numbers, if more than one copy, are stamped.

Each copy also has a book card and a location card. These are lined cards indicating author, title, edition, and copy number (if more than one copy). The book card remains with the book when placed in a collection. Printed on the book card is "date" and "borrower," and on the location card, "location" and "date." The location card is retained as a record of a copy routed to a collection.

Processing. Processing includes a shelf list card, location card, book card, book pocket, top and bottom identification stamping, and plastic cover. A stamp noting "extramural collection" (and copy number if applicable) is placed in the upper right of the front end paper of the book. A book routing slip is also pasted on the back end paper.

Books are selected by the Social Services Librarian. Technical Processes staff will order, receive, and process the books.

UNCATALOGED DUPLICATE COLLECTION

The Library is constantly receiving gift books, many of which meet the Library's book selection standards and are added to the collection. Many books received are duplicate copies of titles in the library collection and are retained as replacements for lost or worn out books. Advantages of this policy of defensive acquisition are: (1) the dollar savings in rebinding (a duplicate can be substituted for a book requiring rebinding) and replacement; (2) the immediate availability of the book for replacement; (3) the duplicate may be out-of-print and thus replace an item that would otherwise not be obtainable; (4) a reservoir of materials is available to supplement or replace items in existing extramural collections (convalescent hospitals, senior citizens collection, etc.); and (5) materials are available for exchange programs with other libraries.

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THE PUBLIC CARD CATALOG

FUNCTION AND TYPE

The public card catalog serves as an index to all the books in the Library. Through call numbers, names, or location symbols, the location of books can be determined. The catalog also provides reference service, through the amount and type of information included on the card and the number and kind of entries made.

The Library maintains three card catalogs in each library – adult books, children's books, and sound recordings. The main library Reference and Audio-visual services also have additional specialized catalogs maintained by their respective divisions. This section deals with adult and juvenile card catalogs. All public catalogs are divided catalogs, consisting of an author-title catalog and a subject catalog. This is in contrast to the traditional dictionary catalog of authors, titles, and subjects filed together in one alphabet. Filing rules are based on the American Library Association's Rules for Filing Catalog Cards, second edition. (A separate section on filing rules is included in this manual.) Catalog cards are protected by plastic protective covers. Some covers are printed with names of collections or location in the upper left corner (reference, depository, etc.).

SUBJECT HEADINGS

The subject headings used for the adult subject catalog are taken from Subject Headings Used in the Dictionary Catalog of the Library of Congress. Changes and revisions are published periodically and supplements maintained so that the library can keep its subject headings up to date. For the children's subject catalog, the list used is Sears List of Subject Headings. This listing is similar to the LC list in form of headings, terminology, and subdivision and achieves its smaller size through the elimination of many specific headings, the use of more combined subject heading forms, and the specification of fewer subdivisions for subjects.

SEE REFERENCE CARDS

See reference cards (green stock) are used in both catalogs to direct the library user from a name or term not used to one that is used. They are most often used for name variance (e.g. Saki see Munro, Hector Hugh) and popular terms that are not standard subject headings (e.g. Medicare see Insurance, Health and Insurance Social). Ideally, see references could be made for a variety of reasons. The Sears List of Subject Headings notes seven specific subject see reference categories (terms or phrases): (1) synonyms, (2) second part of a compound heading, (3) second part of an inverted heading, (4) from an inverted heading to normal order, (5) from variant spellings to the spelling used, (6) from opposites when they are included without being specifically mentioned, and (7) from the singular to the plural when two forms would not file together in the catalog.

SCOPE CARDS

Scope cards (on green stock) define the subject where ambiguity can exist. A reference to another heading or headings is often made. An example from the LC subject heading book is "Gems. Here are entered works on engraved stones and jewels, interesting from the viewpoint of antiquities or art. Works of mineralogical interest are entered under Precious Stones."

MAINTENANCE

The main library public card catalog is maintained by the Technical Processes Division. Filing cards is accomplished on a project basis. "Everybody" files in the morning before the library is open to the public. Cards to be filed in the public card catalog are first assembled and placed in order and are, in turn, divided into letter groups for filing. Catalog clerks withdraw cards. Information assistants file the pink copies of the multiple book order forms. Filing in branch libraries may be accomplished by Technical Processes staff members if required or by branch library personnel.

The Technical Processes Division also provides copy for printed folders explaining the use of the catalog to the public and for summaries of the LC classification system.

Public card catalogs are spread out in order to provide easy access for the public and the staff. It has been demonstrated that no cabinet should be more than six trays high (children's catalogs three trays). The bottom tray should be at least 26 inches from the floor. Catalog tray tables, usually 15 by 60 inches, are available close by to enable the public to consult cards in trays.

6

CATALOG CARD FILING RULES

The filing rules used are based on the ALA Rules for Filing Catalog Cards, second edition.[1] The most important filing rules, listed below, are adapted from the ALA Rules and are intended as general guide lines for filing clerks. Filing clerks should consult a librarian concerning rules not covered in this section. These rules apply to all library catalogs including children's and audio-visual.

AUTHOR-TITLE CATALOG

The numbers in parentheses refer to the section numbers in the ALA filing rules.

BASIC RULE (1)

Arrange all entries, both English and foreign, according to the order of the English alphabet.

Arrange word by word, alphabeting letter by letter to the end of each word.

New Amsterdam	not	New Amsterdam
New England		Newark
New wives for old		New England
Newark		Newman
Newman		New wives for old

MODIFIED LETTERS (2)

Disregard the modification of all letters, including the umlaut and other diacritical marks.

PUNCTUATION MARKS. POSSESSIVE CASE, ETC. (3)

In alphabeting titles, disregard punctuation marks and the apostrophe.

Boy Scouts
Boycott
Boys' clubs
Boy's King Arthur
Boys of '76
A boy's town

[1] For differences between the two editions, see "ALA Rules for Filing Cards. Differences between 2d and 1st editions" by Pauline A. Seely in Library Resources & Technical Services, v. 13, no. 12, Spring 1969, pp. 291-294.

ARTICLES (4)

Initial articles – general rule. Disregard an initial article ("A," "AN," "THE") in the nominative case in all languages and file by the word following it.

Special articles to be disregarded in filing (ALA Rules appendix). Following is a list of definite and indefinite articles in various languages in the nominative cases only (all genders and both numbers) which should be disregarded according to the rule for articles (4).

Language	Definite article	Indefinite article
Arabic	Al–, el–[1]	none
English	The	A, an
Esperanto	La	none
French	Le, La, L', Les	Un[3], Une[3]
German	Der[2], Die, Das	Ein[3], Eine[3]
Italian	Il, La, Lo, I, Gli, Gl', Le, L'	Un[3], Uno[3], Una[3], Un[1]
Spanish	El, La, Los, Las	Un[3], Una[3]

INITIALS (5)

Arrange an initial before a word beginning with the same initial letter.

Arrange initials standing for names or organizations, broadcasting stations, aircraft, etc., whether punctuated or not, as initials and not as abbreviations, i.e., not as if spelled in full. For initials standing for geographical names, SEE Abbreviations (6).

Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title. Disregard the inversion and punctuation.

A.A., see William, Anthony Armstrong
AAA travel...
A A C color photographs
ABC of the NRA
A.E., see Russell, George William
The A.E.F. in battle
UHF television
U Le Lah
U.N., see United Nations
U.N.E.C.A
The U.N. report
U.S.O.
U-2 Incident
UZTM
Uarov, M. T.

[1]The Arabic articles "Al–" or "el–" are also disregarded as initial words of names, if written in lower case.

[2]Disregard only when in the nominative case.

[3]Before an indefinite article indicates that the same form is also used for the cardinal numeral "one," (see Rule 4).

Acronyms. Arrange acronyms ("UNESCO", i.e., United Nations Educational, Scientific and Cultural Organization) as words, unless written in all capitals with a space or period between the letters. If uncertain whether they are words or initials, treat them as initials.

Acronym used as heading. When an acronym standing for the name of a body is used as an actual heading for that body, it is written and filed as a word, e.g., Unesco, Euratom.

Other acronyms that are used as entry are filed as words, whether written with the capital and lower case letters or in all capitals with no space between the letters.

ABBREVIATIONS (6)

General rule. Arrange abbreviations as if spelled in full (except "Mrs." and "Ms," which should be filed as written). File an abbreviation as written if the meaning is uncertain.

Mlle.	Mademoiselle
Mm.	Messieurs
Mme.	Madame
Mr.	Mister

Arrange initials and other abbreviations for geographical names as if written in full, (e.g., N. Y. as New York, Gt. Brit. as Great Britain).

ELISIONS (7)

Arrange elisions as they are printed and not as if spelled in full. Treat as one word the contraction of two words resulting from an elision.

SIGN AND SYMBOLS (8)

Disregard typographical usages such as hyphens, asterisks, commas, and spaces between letters of a complete word, and arrange the word as a single word.

E-qual-ity education in North Carolina among Negroes
The return of H*y*m*a*n K*a*p*l*a*n
archy s life of mehitabel

Ampersand. Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

NUMERALS

General rule. Arrange numbers in the titles of books, cross references, etc., as if spelled out in the language of the entry. Spell numerals and dates as they are spoken, placing "and" before the last element in compound numbers in English, except in a decimal fraction where the "and" must be omitted.

Basic table.

	Number	Date
100	one hundred	one hundred
101	one hundred and one	one hundred one
1000	one thousand	one thousand
1001	one thousand and one	one thousand one
1812	one thousand eight hundred and twelve	eighteen twelve
except round thousands		
1100	eleven hundred	eleven hundred
1500	fifteen hundred	fifteen hundred

Roman numerals. Roman numerals are treated the same as Arabic.

Military units. A Roman numeral in a United States unit is to be considered an ordinal.

IX Air Force Service Command file as Ninth Air Force Service Command.

Numerals following given names in titles. Arrange a numeral following a given name in a title as if spelled out in the language of the rest of the title, as spoken. In English the numeral is read as an ordinal preceded by the definite article.

Charles V	file as	Charles the Fifth
Henry VIII		Henry the Eighth

Names of things that include a numeral. Arrange the names of classes of aircraft, boats, etc., in which a numeral is an integral part of the heading, e.g., P-40, alphabetically as spoken, i.e., P-forty.

Some things that are designated by numbers are better arranged in a numerical sequence.

IBM 650
IBM 1401
IBM 7030

HYPHENED AND COMPOUND WORDS (11)

Arrange hyphened words as separate words when the parts are complete words, i.e., when each part can stand alone as a word in the context of the combined word (e.g., epoch-making, but not co-operative or A-boating).

Arrange as one word compound words that are printed as one, or a compound word which is printed sometimes as one word and sometimes as two words.

NAMES COMPOUNDED OF TWO WORDS (13)

Arrange compound proper names consisting of two or more words, with or without a hyphen, as separate words. This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

New Hampshire
The New republic
New thought
New York
Newark
North Africa
North Haven
North Wales
Northampton

NAMES WITH A PREFIX (14)

Arrange a name with a prefix as one word.

Defoe
De la Roche
Delaware
Del Mar
De Morgan
Eldorado, Neb.
El Paso, Texas
Lasale
La Salle
Lassalle

Names beginning with the prefix M' and Mc are filed as if spelled Mac.

Disregard the initial article "The" in place names in the English language.

The Buttes, Mont.
Buxton
The West
Wexley

SURNAME ENTRIES (20)

Arrange headings of the same surname as follows: A surname alone or followed by an appellative or a designation (descriptive phrase, title of honor, etc.) precedes the same surname with initials or forenames.

Disregard titles of honor and distinction, such as, Capt., Dr., Hon., Lady, Mlle., Mme., Mrs., Ms., Sir, etc., before a name and Bp., D.D., FRS., LL.D., baron, comte, graf, etc., after a name, unless its use is necessary to distinguish between names that would otherwise be identical.

Brown, ———
Brown, Capt.
Brown, Mrs.
Brown, A. G.
Brown, Albert
Brown, Mrs. Augusta
Brown, B. L.
Brown, John
Brown, John, 1716–1776
Brown, John, d.1811
Brown, John, 1810–1882
Brown, John A.
Brown, Sir John Abercrombie
Brown, John Allen
Brown, Peter, fl.1776
Brown, Peter, 1764–1863
Brown, R. A.
Brown, R. Grant
Brown, Ralph
Browne, Charles Albert

A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter.

When both surnames and forenames are the same, arrange chronologically by date of birth, if known; otherwise, by date of death or by period as given in the heading.

SURNAME ENTRIES — COMPOUND (21)

Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word.

Hall, William
Hall-Quest, Alfred
Hall-Wood, Mary
Hall & Patterson

Compound surname entries preceded other entries beginning with same combination of words.

CORPORATE NAMES (23)

Arrange a corporate name, in which forenames or initials follow the first name, in its alphabetical place among the person names.

Arrange a corporate name without forename, a compound firm name, or a phrase firm name, alphabetically with the titles and other headings following the same name as surname.

Fraser, Alice
Fraser, Arthur, 1893–
Fraser, Arthur, and company
Fraser, Charles
Fraser, William
Fraser-Knight, James
Fraser & Charles
Fraser, firm, booksellers, London
The Fraser murder case
Fraser, Smith & Co.

FORENAME ENTRIES — GENERAL (25)

Alphabet forenames that are the same by the designation or appellative following the name.

Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.

In the names of sovereigns, disregard epithets, such as, "the Conqueror," the Great," etc., and the title "Saint" when they come between the forename and the designation.

FORENAME ENTRIES — ARRANGEMENT (25)

Alphabet with regard to all designations, words, articles and prepositions included, and disregard punctuation. Arrange all given name entries, both single and compound, after the single surname entries of the same name, interfiling

alphabetically in the group of titles, etc., beginning with the same word.

Charles (forenames)

Charles, archduke of Austria
Charles Alexander, duke of Lorraine
Charles Borromeo, Saint, see Carlo Borromeo, Saint

GENERAL ARRANGEMENT UNDER AUTHOR (26)

Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator, and general added entry. Subarrange alphabetically by the title of the book.

In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title.

Analytics. Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title, subarrange by the main entry of the book.

Editions. The latest edition is filed first by arranging the dates in reverse order. Editions of the same title and same publisher or editor are subarranged by date.

CORPORATE AUTHORS (Paraphrased from ALA filing rules)

Institutions, societies (museums, universities, etc.) (28), follow the rules for personal authors (26).

Places as corporate authors (Gt. Brit., London, New York (City), etc.) are filed alphabetically (31).

Places having the same name are filed alphabetically by the designation following the name (31).

London
London, Ont.
New York (City)
New York (County)
New York (State)

Subdivisions under the place name are filed alphabetically by the first word of the subdivision (31).

London. County Council
London. National Gallery
London. School Board

Institutions, organizations, societies, etc., without a designation after the place name are filed after entries for the place. (31)

London. Charing Cross Hospital
London. Stock Exchange
London Shakespeare Society

UNIFORM TITLES (27)

Arrangement of uniform titles. Arrange uniform titles in their alphabetical places among other titles by an author entry.

TITLE ARRANGEMENT (33)

Arrange title headings that are the same alphabetically by the main entry, an anonymous title preceding the same title with an author.

SERIES ENTRY ARRANGEMENT (34)

Series entries under title. Arrange series entries under title in alphabetical places with other titles.

Numbered series. Subarrange numbered series numerically.

"SEE" REFERENCES (35)

File see references in their alphabetical places.

If a see reference is the same as an actual entry, arrange the see reference first, except that a surname entry precedes a reference.

"See also" references. File a see also reference before the first entry under the same word or words.

Explanatory cards. File explanatory notes and references before the first entry under the same heading. An explanatory note precedes a see or see also reference under the same heading.

NUMERICAL AND CHRONOLOGICAL ARRANGEMENT (36)

A numerical or a chronological arrangement, rather than an alphabetical, should be made when number or date distinguishes between entries or headings which are otherwise identical.

Numerals at the beginning of such titles as "Annual report," "Course in," "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically.

General account	not	First report
First report		Fourth report
Second report		General account
Fourth report		Second report

Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement.

MULTI-MEDIA MATERIAL ARRANGEMENT (37)

These rules are designed so that the resulting entries may be integrated with those for books.

General rule. Interfile entries for multi-media materials in their alphabetical places with other entries. If the same heading occurs for both book and multi-media materials, arrange entries for the multi-media materials after those for books.

Music basic rule. Arrange all titles under a composer entry alphabetically (with minor exceptions for same uniform titles).

SOUND RECORDINGS (37)

General rule. When uniform titles are otherwise identical, arrange an entry for a sound recording after the corresponding entry without a statement of physical medium. Do not alphabet by the word "Phonodisc," etc., in relation to words within the brackets of uniform titles (Library of Congress printed cards only).

[La traviata]
[La traviata] Phonodisc
[La traviata. Libretto. English and Italian]
[La traviata. Selections]
[La traviata. Selections] Phonodisc

Uniform titles. Arrange entries for sound recordings after all entries for the same uniform title without designation. When there are two or more entries with the same title, subarrange them alphabetically by the name of the sound recording publisher, then numerically by the sound recording number.

SUBJECT CATALOG

TYPES OF HEADINGS (33)

There are five basic types of headings arranged as follows:

The subject without subdivisions: LAW
The subject with form or subject division ("dash heading"): LAW--HISTORY
The subject with form division in parentheses: LAW (THEOLOGY)
Inverted subject headings: LAW, ROMAN
Phrase heading beginning with the subject word: LAW AND POLITICS

PERIOD SUBDIVISIONS (34)

Period subdivisions are arranged chronologically, following the alphabetical subdivisions.

FRANCE – HISTORY – BIBLIOGRAPHY
– PERIODICALS
– HOUSE OF VALOIS, 1328 – 1589
– BOURBONS, 1589 – 1789
– REVOLUTION, 1789 – 1799

PARENTHETICAL TERMS (34)

The parenthetical term limits the subject to a particular field or aspect.

BRIDGE (GAME)
COMPOSITION (ART)
COMPOSITION (MUSIC)

Subjects with parenthetical terms are filed after dash headings and before inverted headings.

CORPORATE SUBJECTS

Government agencies such as UNITED STATES. ARMY are filed after the name of the country and its subdivisions. (This practice is not followed in the ALA filing rules.)

UNITED STATES – CLIMATE
UNITED STATES – HISTORY
UNITED STATES – SOCIAL LIFE AND CUSTOMS
UNITED STATES. ARMY

FORENAME ENTRIES

Arrange entries of a common forename in the following order, preceding surnames.

Saints; arranged alphabetically by designation
Popes; arranged numerically
Sovereigns; arranged alphabetically by country (include queen consorts in this group).
Princes and noblemen; arranged by chief word in title, disregarding articles, prepositions, and the word indicating rank.
Other; arranged alphabetically by appellative or designation, having regard to all words, articles, and prepositions included.
Arrange compound forenames beginning with the same name after the single forenames. Arrange alphabetically, having regard to all words, articles, and prepositions included.

JOHN (SAINTS)
  JOHN, SAINT, APOSTLE
JOHN (POPES)
  JOHN XIII, POPE
  JOHN XXI, POPE
JOHN (SOVEREIGNS)
  JOHN, KING OF ENGLAND
JOHN (NOBLEMEN)
  JOHN, THE FEARLESS, DUKE OF BURGUNDY
JOHN (OTHERS)
  JOHN, ABBOT OF FORD
  JOHN, BROTHER
  JOHN, FATHER
  JOHN OF WALES
  JOHN THE BAPTIST

ARRANGEMENT WITHIN ONE SUBJECT (33)

Arrange entries of the same subject heading alphabetically by the main entry of the book.

7

OBJECTIVE, GOALS, AND ACTIVITIES

This section covering the objective, goals, and activities of the Technical Processes Division was originally prepared for a study (not yet completed) of overall library objectives, goals, and activities. It is included here as relevant to the technical processing function.

OBJECTIVE

The Technical Processes Division will provide public service indirectly by acquiring, processing, and maintaining library materials, maintaining related records, and serving as a support unit by supplying technical assistance and interpreting technical processing operations.

GOALS

Select, train, evaluate, and assign personnel utilizing modern management methods in order to make maximum use of staff.

Provide a professional staff of librarians experienced in technical processing operations, descriptive cataloging, and Library of Congress classification.

Make the most effective use of volunteer assistance.

Provide a productive and pleasant working atmosphere.

Review and evaluate procedures and routines on a continuing basis to insure an efficient flow of library materials through all processing stations.

Review and evaluate order-receiving procedures on a continuing basis to insure an efficient operation and to coordinate functions with other library divisions, City departments, and book dealers.

Recommend realistic divisional budget requirements and make the most effective use of the budget allocation.

Provide a fully processed book that is attractively packaged for the public.

Provide technical library assistance to other library divisions, City departments, public agencies, and the public.

Be aware of the latest developments relating to technical processing and the library field in general.

ACTIVITIES

Order library materials from book order suggestions, submitted lists, or dealer catalogs.

Receive and process library materials.

Maintain order files and want lists.

Order, receive, and process Library of Congress catalog cards.

Maintain account records for divisional book accounts.

Verify and modify LC card information.

Perform descriptive cataloging and classification.

Record LC bibliographic information from the National Union Catalog or other sources.

Prepare cards and labels; edit, pocket, cover, and route books.

Maintain appropriate records.

File public catalog cards and maintain public card catalogs.

Prepare, receive, and process bindery shipments.

Prepare division budget request and review budget allocation periodically.

Perform inventories and other special projects.

Schedule and supervise personnel, maintain time worked records, prepare work performance reviews, determine training needs, and conduct in-service training.

Train, assign, and supervise volunteers.

Read library procedural manuals and memos and attend Library staff meetings.

Read professional literature, attend meetings and conferences, visit libraries, and view demonstrations of methods and equipment; attend City staff meetings and training programs.

Assist City departments in procuring books.

Maintain statistics of processing transactions.

Meet periodically with Children's Division librarians concerning the cataloging and classifying of children's materials.

Consult with book vendors and publishers' representatives as required.

Return defective or unwanted library materials.

Prepare orders and receive library supplies; maintain stock inventory.

Maintain equipment and request maintenance service as required.

Repair library materials and coordinate repair activity with Circulation Division staff.

Suggest procedural improvements and report on problem areas; review divisional procedures manual.

Interview applicants for Technical Processes Division positions.

Prepare and submit statistics and information on divisional activities for use in the Library's quarterly reports.

8

ORGANIZATION OF THE TECHNICAL PROCESSES DIVISION AND POSITION DESCRIPTIONS

CONTENTS OF THIS SECTION:

Function

Division organization structure (chart)

Major functions of the library: how divisions (services and support activities) relate (chart)

Position descriptions

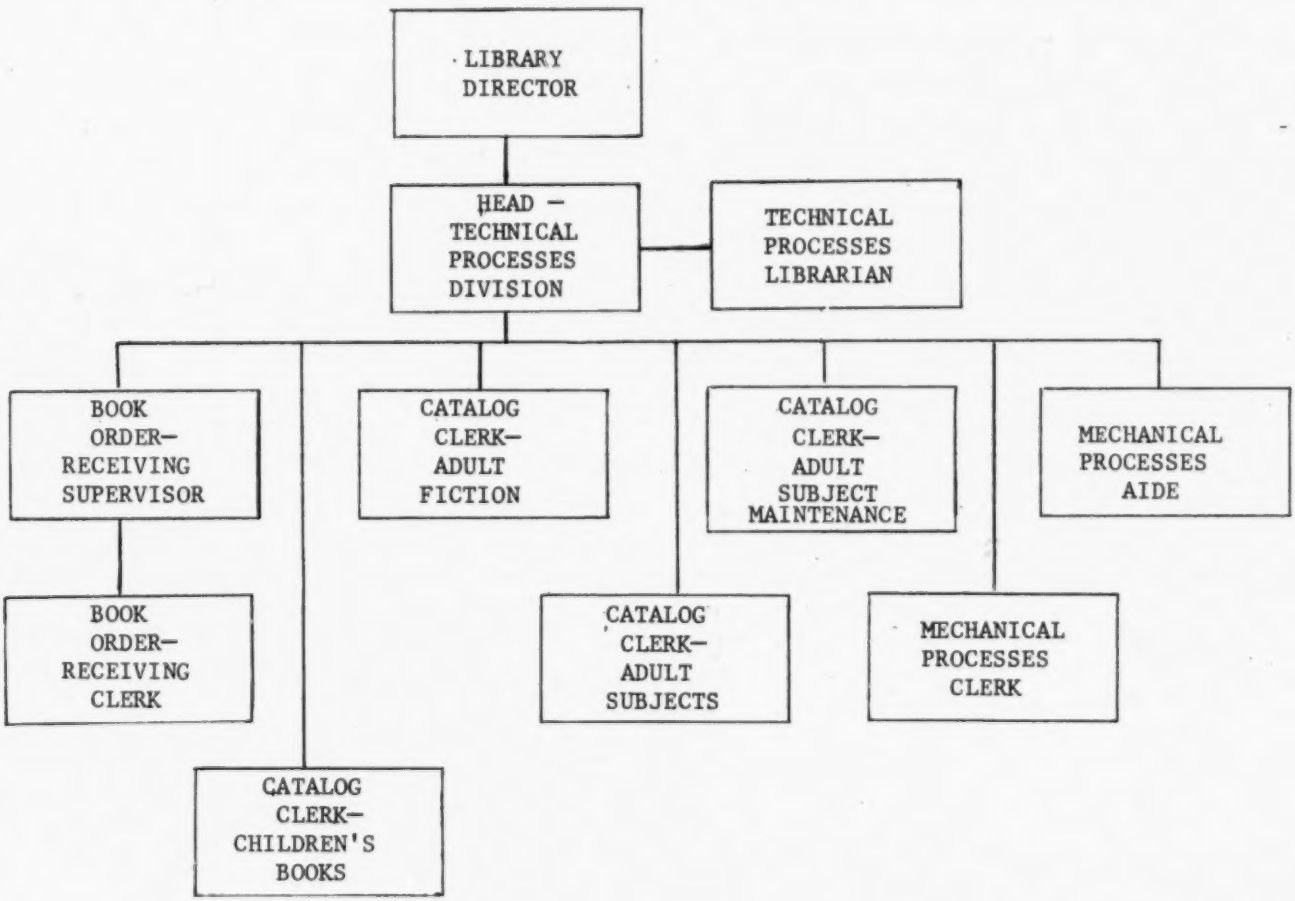
- Head – Technical Processes Division
- Technical Processes Librarian
- Book Order-receiving Supervisor
- Book Order-receiving Clerk
- Catalog Clerk – Children's Books
- Catalog Clerk – Adult Fiction
- Catalog Clerk – Adult Subjects
- Catalog Clerk – Adult Subjects Maintenance
- Mechanical Processes Clerk
- Mechanical Processes Aide

FUNCTION

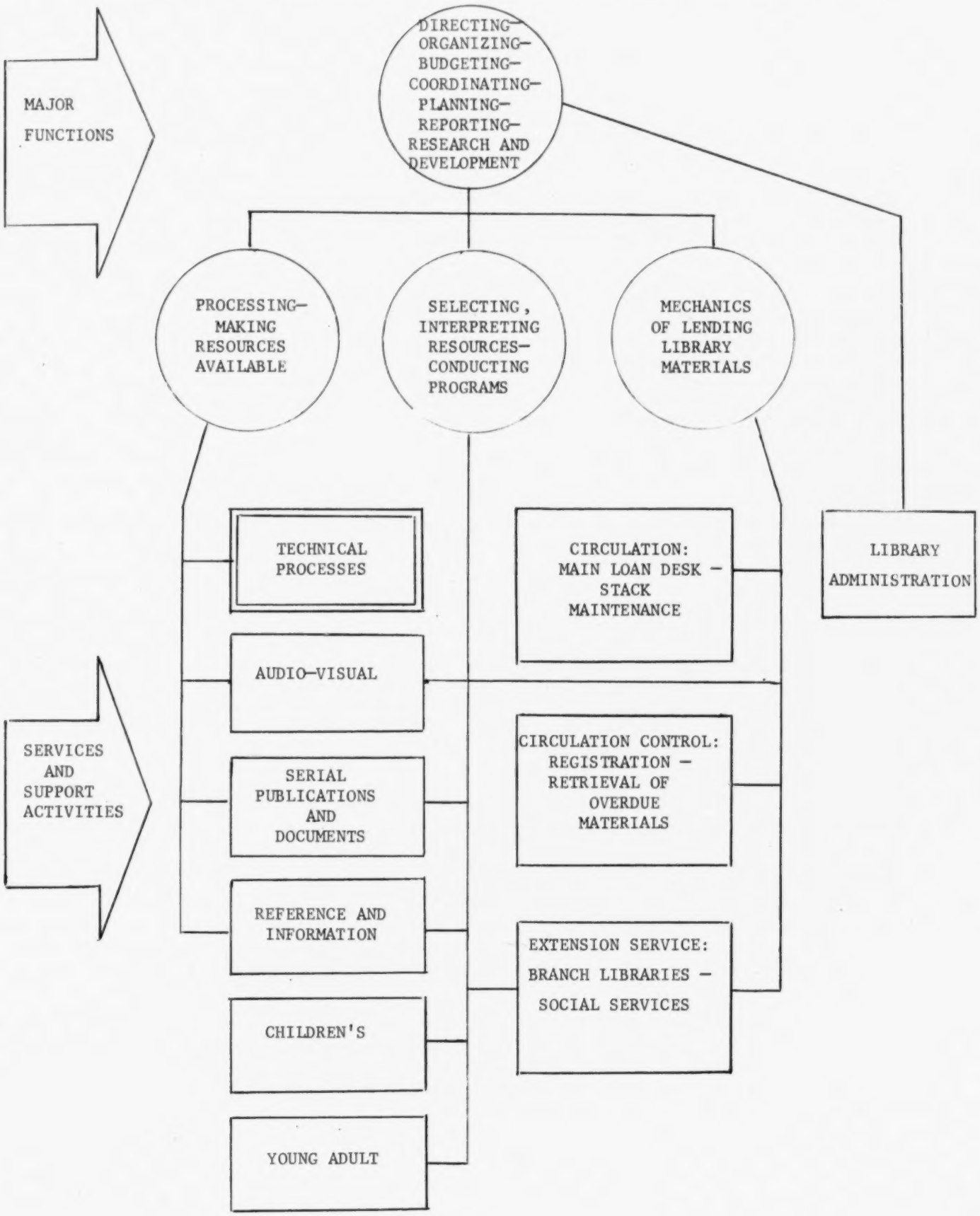
The Technical Processes Division orders, receives, catalogs, and processes books and other selected library materials, and maintains book collections. This work involves public and library records, changes, withdrawals, transfers, inventories, mending and binding preparation. The Technical Processes Division also maintains the Library's storage facility, including the depository collection and uncataloged duplicate collection.

The division, in its functions of materials processing and maintenance, is subject to a large extent to work measurement standards. The cost of the operation is directly related to (1) effective management, (2) trained personnel, (3) functional arrangement for flow of materials, (4) organized, clear-cut procedures, and (5) furniture and equipment designed for the job.

DIVISION ORGANIZATION STRUCTURE



MAJOR FUNCTIONS OF THE LIBRARY: HOW DIVISIONS (SERVICES AND SUPPORT ACTIVITIES) RELATE


MAJOR FUNCTIONS
DIRECTING— ORGANIZING— BUDGETING— COORDINATING— PLANNING— REPORTING— RESEARCH AND DEVELOPMENT
PROCESSING— MAKING RESOURCES AVAILABLE
SELECTING, INTERPRETING RESOURCES— CONDUCTING PROGRAMS
MECHANICS OF LENDING LIBRARY MATERIALS
LIBRARY ADMINISTRATION
SERVICES AND SUPPORT ACTIVITIES
TECHNICAL PROCESSES
AUDIO—VISUAL
SERIAL PUBLICATIONS AND DOCUMENTS
REFERENCE AND INFORMATION
CHILDREN'S
YOUNG ADULT
CIRCULATION: MAIN LOAN DESK — STACK MAINTENANCE
CIRCULATION CONTROL: REGISTRATION — RETRIEVAL OF OVERDUE MATERIALS
EXTENSION SERVICE: BRANCH LIBRARIES — SOCIAL SERVICES

RELATIONSHIP WITH OTHER LIBRARY FUNCTIONS

The Technical Processes Division is essentially a support activity. Books are ordered, processed, and made available (for circulation or library use) to other Library divisions and activities. Indicated below are those divisions and principal areas of cooperation and liaison:

Library Business Office. The Technical Processes Division prepares its part of the Library budget in conjunction with the Library Business Office. The City operates under a modified Planning and Programming Budget System (PPBS). This budget is reviewed periodically.

Supplies and maintenance needed are requested from the Library Business Office. The Technical Processes Division works closely with the Library Business Office concerning personnel: selection, evaluation, personnel transactions, payroll, and budget. Statistics concerning processing activities and holdings are submitted periodically. The Library Delivery Clerk, a Library Business Office employee, is also assigned to Technical Processes for storage facility maintenance when not scheduled for deliveries.

Reference and Information Service. Liaison with the Head – Reference and Information Service is constant concerning the acquisition, transfer, and withdrawal of books, and the maintenance of the reference collection. The Reference and Information staff does, however, process pamphlets, maps, college catalogs, telephone directories, business and industry materials, etc. — that is, materials that are not formally classified and cataloged and do not appear in the public card catalog. Assistance and coordination is given by Technical Processes librarians. Technical Processes librarians are also assigned reference desk duties as required.

Serial Publications and Documents Division. Continuous cooperation and liaison is required in the processing of serial publications. Serials enters and maintains records. Technical Processes catalogs, classifies, and maintains the official shelf list of serial publications (except periodicals). Many documents are received that are cataloged as monographs by Technical Processes.

Audio-visual Division. Music scores are processed by Technical Processes personnel. Assistance and coordination is given to Audio-visual personnel in cataloging and processing sound recordings and other multi-media materials.

Children's Division. Children's librarians work closely with Technical Processes personnel. They are directly involved on a continuous basis in: (1) assigning collections, age levels, and location, (2) reviewing the LC classification adaptation assigned, (3) reviewing subject headings assigned, and (4) book order procedures. Areas and procedures requiring coordination include cataloging and classification, corrections, withdrawals, reinstatements, transfers, and bindery.

Circulation and Circulation Control. Books requiring repair, binding, or replacement are routed by Circulation personnel to Technical Processes. Circulation personnel post on the visifile and search for books requested by Technical Processes. Circulation Control personnel advise on books lost in circulation. The Reserve Control Clerk works closely with Order-receiving and other Technical Processes staff in filling requests for books.

Young Adult Service. There is liaison with the Young Adult Librarian in the ordering, processing, transferring, and withdrawing of young adult books.

Social Services. There is some degree of coordination required in supplying uncataloged duplicates and gifts and in ordering and receiving extramural collection books and large print books.

Branch Libraries. The Technical Processes Division orders, processes, and makes available extension books (adult and children's) to branch libraries as with the main library. Liaison with branch library staff is, therefore, necessary.

POSITION DESCRIPTIONS

Position descriptions for the following ten positions are given:

	Job Title	Class Title
1)	Head — Technical Processes Division	Senior Librarian
2)	Technical Processes Librarian	Librarian
3)	Book Order-receiving Supervisor	Library Assistant
4)	Book Order-receiving Clerk	Library Clerk
5)	Catalog Clerk — Children's Books	Library Clerk
6)	Catalog Clerk — Adult Fiction	Library Clerk
7)	Catalog Clerk — Adult Subjects	Library Clerk
8)	Catalog Clerk — Adult Subject Maintenance	Library Clerk
9)	Mechanical Processes Clerk	Clerk Typist
10)	Mechanical Processes Aide	Library Aide

These positions as noted in this manual follow the standard pattern of listing the various duties (or tasks) required in the position. In order to give a fuller picture of the position, the percentage of time spent on each duty is indicated and the duties ranked by this percentage. This indicates only "time spent" and has no direct relation to the importance of the duty.

Listed under duties (if they apply) are responsibility relationships — that is, the relationship to another activity such as the Children's Division or the Library Business Office. Each duty has, therefore, been analyzed with respect to personnel in another area of activity who (1) must be consulted, (2) may be consulted, and (3) must be notified. These responsibility relationships do not include (1) the person (in the Technical Processes Division) to whom the employee reports, (2) those he may supervise, or (3) anyone else in the Technical Processes Division.

Job Title	HEAD — TECHNICAL PROCESSES DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Technical Processes Librarian, clerks, and aides
Location	Main library

Summary. The Head — Technical Processes Division directs the technical processes function, including ordering and receiving, cataloging and classifying, clerical processing; supervises Technical Processes personnel; and coordinates the technical processes function with other library divisions.

Duties	Percent
1) Supervises and instructs Technical Processes personnel and volunteers; arranges schedules and makes work assignments.	40
2) Supervises the maintenance of public catalogs. May consult branch librarians, Children's librarians, Audio-visual librarians.	15
3) Coordinates technical processing functions with other divisions. Must consult Library division heads and others concerned.	10
4) Does original cataloging; prepares process slips; edits and revises Library of Congress classification and cataloging. May consult Head — Serial Publications and Documents Division in cataloging serials and documents .	10
5) Attends conferences and meetings; reads professional literature; reviews and reports on new technological developments.	5
6) Assists and recommends to the Library Director, Library policies and procedures, including specifically the technical processing function.	5
7) Supervises and directs mending and binding preparation procedures, inventories, and the maintenance of special collections and projects. May consult librarians in charge of individual collections.	3
8) Directs in-service training programs for Technical Processes personnel.	2

Duties	Percent
9) Supervises supply inventories and requests Technical Processes supplies; supervises equipment maintenance.	2
Must consult Library Business Office, Circulation Supervisor, librarians in charge of individual collections.	
10) Maintains Technical Processes records and statistics; prepares reports.	2
11) Consults with sales representatives; visits libraries and installations.	2
12) Interprets and explains technical processing functions to the staff and public.	1
13) Prepares division budget; reviews and reports on budget periodically.	1
Must consult Administrative Assistant for budget preparation.	
14) Reports on problem areas and recommends procedural changes.	1
May consult librarians in charge of individual collections.	
15) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions.	1
Must notify Library Business Office.	

Job Title	TECHNICAL PROCESSES LIBRARIAN
Class Title	Librarian
Reports to	Head – Technical Processes Division
Supervises	Technical Processes clerks and aides (may supervise)
Location	Main library

Summary. The Technical Processes Librarian performs specialized cataloging functions and assists the Head – Technical Processes in the direction and supervision of the Technical Processes Division.[1]

Duties	Percent
1) Edits and revises original LC classification and cataloging.	50
2) Does original cataloging; prepares process slips. May consult Head – Serial Publications and Documents Division in cataloging serials and documents.	15
3) Assists in the maintenance of public catalogs. May consult branch librarians, Children's librarians, Audio-visual librarians.	15
4) Performs bibliographic checking.	10
5) Supervises and performs special projects as assigned.	5
6) Assists in coordinating technical processing functions with other Library divisions.	2
7) Attends conferences and meetings; reads professional literature; reviews and reports on new technological developments.	1
8) Reports on problem areas and recommends procedural changes.	1
9) Interprets and explains technical processing functions to the staff and public.	1

[1]The librarian holding this position may also serve as reference librarian when required. The amount of time spent as reference librarian is not included in the percentage account of the position.

Job Title	BOOK ORDER—RECEIVING SUPERVISOR
Class Title	Library Assistant
Reports to	Head — Technical Processes Division
Supervises	Book Order-receiving clerks and Technical Processes clerks, aides, volunteers as assigned
Location	Main library

Summary. The Book Order-receiving Supervisor supervises the ordering, receiving, and distribution of library materials; supervises book accounts; supervises acquisition files and records.

Duties	Percent
1) Supervises and performs the receiving and routing of library materials, including the inspecting and comparing of invoices and orders, preparing or annotating filled order file (a record of the entire holdings of the Library system); orders printed catalog cards.	30
May consult librarians and division heads concerned.	
2) Supervises and performs the ordering of library materials; maintains outstanding order files.	20
May consult order librarians for clarification; City Finance personnel for specialized procedures.	
3) Supervises and performs book and binding budget accounting; maintains account files and correspondence.	10
May consult order librarians concerning budget accounts; City Finance personnel for problems.	
4) Supervises clerks, aides, and volunteers.	8
5) Sorts and files public catalog cards.	7
6) Assists in special projects and other technical processing functions when required.	4
7) Performs bibliographic order checking.	3
May consult order librarians.	
8) Supervises the training of Order-receiving personnel.	3
9) Processes gift books.	
10) Maintains vendors' and publishers' catalogs and announcements.	2

Duties	Percent
11) Maintains uncataloged duplicates collection files.	2
Must notify Library Delivery Clerk routing uncataloged books.	
12) Maintains Greenaway publishers' plans and subscription plans.	1
13) Maintains want lists.	1
May consult order librarians.	
14) Contacts vendors concerning shipments, problems, discounts, etc.	1
15) Coordinates order, shipping, and receiving functions with related departments.	1
May consult Library personnel concerned.	
16) Maintains specialized technical processing supplies.	1
17) Ships library materials.	1
18) Relates information on books, book prices, and book dealers to librarians and the public.	1
19) Reports on problem areas and recommends procedural changes.	1

Job Title	BOOK ORDER-RECEIVING CLERK
Class Title	Library Clerk
Reports to	Book Order-receiving Supervisor
Supervises	Technical Processes clerks and aides (may supervise)
Location	Main library

Summary. The Book Order-receiving Clerk assists the Book Order-receiving Supervisor in the function of ordering and receiving library materials and assists in maintaining book budget accounts; serves as deputy in the absense of the Book Order-receiving Supervisor.

Duties	Percent
1) Receives and processes library materials, including the inspecting and comparing of invoices and orders, preparing or annotating filled order file; orders printed catalog cards.	50
2) Maintains budget accounts for books and binding; coordinates these accounts with the City Finance Office; maintains divisional book accounts.	10
May consult City Finance personnel for irregularities, problems, and tracing invoices.	
3) Prepares orders for library materials.	10
4) Files public catalog cards.	7
5) Performs general clerical duties; prepares correspondence files.	5
6) Records LC numbers on filled order cards; compares LC cards received with unprocessed books; routes books to appropriate stations.	4
7) Verifies Library holdings with vendors' lists.	4
8) Assists in special projects and other technical processing functions when required.	4
9) Assists the supervisor in specific assignments.	3
10) Maintains vendors' and publishers' catalogs and announcements.	1
11) Ships library materials.	1
12) Processes gift books.	1

Job Title	CATALOG CLERK – CHILDREN'S BOOKS
Class Title	Library Clerk
Reports to	Head – Technical Processes Division
Supervises	Mechanical processes aides (may supervise)
Location	Main library

Summary. The Catalog Clerk – Children's Books classifies and catalogs children's fiction and subject books.

This position calls for coordination on a continuous basis with children's librarians concerning (1) assigning collections, age levels, and locations, (2) assigning adapted LC classification, and (3) assigning subject headings.

Duties	Percent
1) Classifies, catalogs, and processes first copies of subject titles including assigning collection and age level, assigning adapted LC classification, descriptive cataloging, and assigning subject headings; prepares unit cards.	30
May consult Children's librarians.	
2) Catalogs and processes first copies of fiction titles including assigning collection and age level, descriptive cataloging, and assigning subject headings; prepares unit cards.	25
May consult Children's librarians.	
3) Withdraws, transfers, and reinstates copies and titles; types replacement slips; adjusts filled order file records; maintains statistics.	10
Must notify Children's librarians concerning copies and titles withdrawn.	
4) Processes added copies, including catalog card changes and additions.	10
May consult Children's librarians.	
5) Assembles copies and records from all libraries when changes or corrections are required.	5
May consult branch library staff concerning problems.	
6) Sorts and files catalog cards.	5

Duties	Percent
7) Confers with Children's librarians concerning the adapted LC classification, subject headings assigned, collection and age level, and location. Must consult Children's librarians.	4
8) Withdraws public catalog cards, changes plastic card covers.	3
9) Assists in the maintenance of the shelf list.	2
10) Types catalog card sets and labels when required.	1
11) Prepares entries and maintains personal name authority file. Must consult Children's librarians.	1
12) Maintains list of illustrators (for added entries). Must consult Children's librarians.	1
13) Interprets and explains the classification and cataloging of children's books to the staff and interested public.	1
14) Reports on interpretation and problem areas concerning all aspects of children's book processing; recommends policy and procedural changes. Must notify Children's librarians.	1

Job Title	CATALOG CLERK — ADULT FICTION
Class Title	Library Clerk
Reports to	Head — Technical Processes Division
Supervises	Mechanical processes aides (may supervise)
Location	Main library

Summary. The Catalog Clerk — Adult Fiction catalogs and prepares cards; withdraws, reinstates, and transfers adult fiction, young adult fiction, foreign language fiction, and large print fiction; and maintains fiction records.

Duties	Percent
1) Catalogs and processes first copies of adult and young adult fiction titles including assigning collection, descriptive cataloging, and assigning subject headings; types catalog card sets and labels.	40
2) Processes added copies of fiction titles including catalog card changes and additions; types catalog card sets and labels.	25
3) Withdraws, transfers, reinstates fiction copies and titles, types replacement slips; adjusts filled order file records; maintains statistics.	10
4) Sorts and files catalog cards.	7
5) Assembles copies and records from all libraries when changes or corrections are required.	5
May consult branch library staff concerning problems.	
6) Assists in the maintenance of the adult fiction shelf list.	3
7) Assists in special projects and other technical processing functions when required.	3
8) Withdraws public catalog cards, changes plastic card covers.	3
9) Confers with Technical Processes librarians concerning the selection of subject headings.	2
10) Directors library aides who may assist in the processing of fiction.	1
11) Reports on problem areas and makes recommendations.	1

Job Title	CATALOG CLERK – ADULT SUBJECTS
Class Title	Library Clerk
Reports to	Head – Technical Processes Division
Supervises	Mechanical Processes clerks and aides (may supervise)
Location	Main library

Summary. The Catalog Clerk – Adult Subjects inspects and verifies catalog records and types catalog cards for adult subject materials.

Duties	Percent
1) Inspects, verifies, and overtypes Library of Congress cards.	40
2) Types catalog cards for adult subject materials from process slips.	15
3) Assembles catalog cards for filing in main public catalog; supervises filing; sorts and files catalog cards and records.	15
4) Supervises and coordinates catalog card reproduction.	10
5) Sorts and files public catalog cards.	7
6) Assists in the maintenance of the adult subject (LC) shelf list.	5
7) Assists in special projects and other technical processing functions when required.	3
8) Confers with Technical Processes librarians concerning problems.	2
9) Maintains an inventory of Technical Processes supplies.	2
10) Reports on problem areas and makes recommendations.	1

Job Title	CATALOG CLERK – ADULT SUBJECTS MAINTENANCE
Class Title	Library Clerk
Reports to	Head – Technical Processes Division
Supervises	Mechanical processes aides (may supervise)
Location	Main library

Summary. The Catalog Clerk – Adult Subjects Maintenance processes added copies and replacement copies, transfers copies, withdraws copies and titles, and maintains withdrawn titles file.

Duties	Percent
1) Processes added copies of adult and young adult subject titles, including catalog card changes and additions; prepares catalog card sets by typing or photoduplication.	50
2) Withdraws, transfers, reinstates adult and young adult subject copies and titles; types replacement slips; adjusts filled order file records; maintains statistics.	20
3) Sorts and files catalog cards.	10
4) Assembles copies and records from all libraries when changes or corrections are required. May consult branch library staff concerning problems.	8
5) Assists in special projects and other technical processing functions when required.	3
6) Withdraws public catalog cards, changes plastic location card covers.	2
7) Maintains withdrawn titles files.	2
8) Confers with Technical Processes librarians concerning problems. May consult librarians in charge of library collections and serial publications under direction of a Technical Processes librarian.	2
9) Assists in the maintenance of the adult subject (LC) shelf list.	1
10) Confers with Circulation Control staff concerning related records.	1
11) Reports on problem areas and makes recommendations.	1

Job Title	MECHANICAL PROCESSES CLERK
Class Title	Clerk Typist
Reports to	Head – Technical Processes Division
Supervises	
Location	Main library

Summary. The Mechanical Processes Clerk completes final mechanical processes typing.

Duties	Percent
1) Types and affixes inside and outside spine labels.	60
2) Types catalog cards from prepared unit cards.	15
3) Sorts and files cards and records.	10
4) Assembles and processes books for binding; receives, processes, and routes binding shipments.	8
5) Assists in special projects and other technical processing functions when required.	5
6) Mends books on a project basis.	2

Job Title	MECHANICAL PROCESSES AIDE
Class Title	Library Aide
Reports to	Head – Technical Processes Division
Supervises	
Location	Main library

Summary. The Mechanical Processes Aide edits books, sorts and files catalog cards, performs mechanical processing functions and materials handling.

Duties	Percent
1) Edits books after processing (compares typed catalog cards with books, verifies notations in books, verifies book labels); records statistics.	50
2) Sorts and files catalog cards and records.	15
3) Operates and maintains Technical Processes equipment, including electric pasting machine for pocket laminator for plastic covers, and catalog card duplicator.	10
4) Assists Technical Processes personnel in specific assignments and special projects.	10
5) Assembles, boxes, and moves library materials and equipment.	5
6) Transfers books within the Library, including record changes and processings.	5
7) Unpacks shipments and arranges materials.	3
8) Mends books on a project basis.	2

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MECHANIZATION AND MERCHANDISING

MECHANIZATION

The mechanization of the processing function as described refers to present technology up to but not including electronic data processing. It includes assembly line techniques and the use of electric equipment.

Library materials processing can be considered a support function. Organizational and management methods and techniques are similar to those in business and industry. Some costly bibliographical searching and description is occasionally required in line with service objectives.

Procedures are clearly defined and employees well trained in their jobs. The processing area is functionally arranged to provide for a rapid flow of materials from station to station. In a well-designed processing area, an observer should almost be able to follow the flow of materials from one vantage point.

The Library is constantly aware of new products which can be applied to the processing of library materials. Examples in use are a plastic laminating machine for book jackets, a microfiche reader-printer for LC card information, and photoduplication of catalog cards. Technological improvements, however, often come too late in a library's history to be utilized. The Inglewood library, for example, could not use a new library typewriter keyboard because it has previously developed its own with which the staff was familiar.

MERCHANDISING

In today's world the public is accustomed to and demands attractively merchandised materials. Since World War II the advertising and packaging of commercial products has been revolutionized. The public library should be no exception. A library user's opinion of the management of a library is often directly related to the attractiveness and condition of the library materials on display. The merchandising of library materials, even though gradually gaining acceptance (principally due to the advent of the plastic jacket) is still not considered important in many libraries. The library may be one of the few remaining places where a quality product is poorly merchandised.

The merchandising of books and other library materials is described here because of its importance. Aside from catalog cards, the end result of the book processing function is an attractive product. Noted below are the library's basic requirements and related comments:

Spine labels. Spine labels should be printed or typed. Hand lettering is almost never consistent and in many cases is sloppy, reflecting an unprofessional appearance. Spine labels should be evenly placed. It is very disconcerting for the public to try to locate books readily when labels "jump up and down."

It might be pointed out that the omitting of labels on fiction does not constitute any saving. Much more time is required to shelve books without immediate identification, as it is necessary to look inside the book to be sure of the author.

Plastic covers. Commercially available plastic covers or lamination of book jackets are used with all books that have book jackets. Many fiction titles purchased are used without jackets and should be made more appealing. Spines may be faded, the book scuffed, or there may be evidence that the book will soon deteriorate without additional protection. These are reasons for using plastic covers. For books without book jackets, wallpaper samples can be used under the plastic. Commercially-produced plastic covers with colored inserts are also available.

Labels were formerly affixed to subject books without jackets. This practice has been largely replaced by the placing of labels on colored inserts as noted above.

Binding. The new decorative bindings now available constitute a great improvement over the old "buckram look." In addition to rebinding older materials, many quality paperbacks (with good paper and sufficient gutter margins) are bound. Used materials are also occasionally bound before circulating.

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ACQUISITIONS

This section deals with the ordering and receiving of books. It does not cover the book selection function. It does not generally include pamphlets, maps, government documents, serial publications, or audio-visual materials.

CONTENTS OF THIS SECTION:

Budget and book accounts

- Library book budget
- The requisition
- Book budget records
- Divisional accounts

Book ordering

- Ordering from book dealers
- Ordering from book jobbers
- Ordering from publishers
- Other sources
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- Books on contract
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Receiving and routing books

- Initial receiving procedures
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Shipping

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BUDGET AND BOOK ACCOUNTS

LIBRARY BOOK BUDGET

The City's fiscal year begins on July 1 and continues through June 30. The Library book budget is approved annually, as part of the Library's budget, by the City Council.

> The Library Director shall "...prepare, with the advice of the Library Board, an annual operating budget for the library system, and submit the same to the Administrative Officer, together with appropriate comments which he or the Library Board may deem appropriate." (Inglewood Municipal Code, sec. 2348.1 (3).)

The City operates under a modified Planning and Programming Budget System (PPBS). Books are "Maintenance and operation" items and are budgeted in four library divisions. New books are budgeted in (1) Adult Division, (2) Children's Division, and (3) Extension Division. The Technical Processes Division contains a book replacement account; a formula of three percent loss (established when the Library was activated in 1962) is used — that is, three percent of the Library's book collection at $3 a book.

THE REQUISITION

Books, as other materials, are requisitioned.

> The Library Director shall "...submit requisitions for the purchase of all materials and services needed for the operation and maintenance of the library system, in accordance with purchasing and other procedures adopted by the City Council or Administrative Officer." (Inglewood Municipal Code, sec. 2348.1 (2).)

A requisition form is completed and forwarded to the City Finance Office. The requisition is in two copies — the white original is forwarded and the yellow copy retained. After determining that funds are available in the account noted, the Finance Office will forward a purchase order to the vendor and green and yellow copies to the Library Business Office. When the order is completed, the yellow copy, with shipping invoices attached, is signed by the Library Director and returned to the Finance Office for payment. The green copy, noting the date the yellow copy was sent to Finance for payment, is transferred to the completed order files.

An "open-end" purchase order is used for jobbers or publishers when books are received on a continuing basis. Vendors are then paid "on invoice" until the amount authorized on the purchase order is expended using an orange "partial payment" report. Book orders, usually on book order slips, are sent separately and do not accompany the requisition. Specific titles, such as an expensive multi-volume reference work, are occasionally listed on the requisition if the information is not lengthy.

BOOK BUDGET RECORDS

The City Finance Office produces a monthly budget report in the form of a computer printout. The Library Department's section of this report includes the status of divisional book accounts (Adult Division, Children's Division, Extension Division, and Technical Processes Division) and the Technical Processes Division bindery account. Information shown on the report includes (1) total amount budgeted, (2) current month's expenditures, (3) expenditures for the fiscal year to date, (4) encumbrances, (5) unencumbered balance, and (6) percentage of the allocation not spent or not encumbered.

The Order-receiving Section maintains a vendor record used in verifying orders received. Information includes date of order, vendor, requisition and purchase order numbers, and costs.

DIVISIONAL ACCOUNTS

As previously indicated, the Library has new book accounts in the Adult Division, Children's Division, and Extension Division, plus a replacement book account in the Technical Processes Division.

When the book budget is allocated in July, divisional book accounts may be further sub-divided. The Adult Division account may include main library general interest subjects and fiction, publishers' plans, main library reference and technical books, selected annuals, young adult books, music scores, foreign language books, university press books, review copies, used and out-of-print books, large print books, and books for the extramural collections. The Extension Division account includes each branch library and the extension collection (fiction).

Account records are maintained for these subdivisions of the divisional book accounts. Funds are encumbered as books are ordered. Librarians responsible for each account are informed periodically of their balances. Special project accounts are also maintained for gift funds.

In order to utilize all funds budgeted for books for the current fiscal year, it is desirable that all subdivisional book accounts be closed out by May 15. It is also necessary to confer with the City Finance Office periodically to avoid discrepancies between accounts.

BOOK ORDERING

Books are ordered from three major types of vendors: book dealers, book jobbers, and publishers.

ORDERING FROM BOOK DEALERS

Ordering from book dealers' catalogs. The procedure for ordering from a book dealer's catalog or list is as follows:

(1) The librarian selecting the books will indicate the titles wanted.

(2) The Order-receiving Clerk will compare the items selected with the filled order file (a complete list of holdings arranged by author) to determine that they are not already in the collection.

(3) Items not held by the Library may be searched in Books in Print or Publishers' Trade List Annual to determine if the item is still in print or a reprint edition is available. The item number, publisher, and in-print price are indicated if available and if there is a substantial variation. This information is noted on a slip and attached to the list for review by the librarian selecting the books. An item noted as out-of-print in the dealers' catalog may be back in print, or a quality paperback edition may be available for less than the dealer's price.

(4) After confirmation by the librarian, the clerk will forward a postcard to the vendor indicating the items wanted. Reference will be made to item numbers and dealer's catalog number. This confirmation is necessary in order to prepare a requisition for the exact amount required — that is, for only those items that are still available and being held. The dealer is also informed that a purchase order will be sent for the items available and to ship only on receipt of the purchase order.

(5) After confirmation by the dealer, a requisition (from which a purchase order is prepared) is forwarded to the City Finance Office. The dealer will ship on receipt of purchase order.

Ordering from book dealers after selection in the shop. The procedure for ordering after the librarian has selected books in the shop is as follows:

(1) The dealer will prepare an invoice from the books selected. This invoice is usually mailed after the librarian leaves the shop. The dealer will be requested to show author's full name, title and price for each book, and the library discount. Final totals should be omitted.

(2) Upon receipt of an invoice, the clerk will compare each item with the filled order file to determine if the Library has a copy or copies.

(3) The librarian will review the checked invoice in order to determine which items should be lined out. It may also be necessary to consult branch librarians to see if added copies are wanted.

(4) The clerk will add the total, subtract the discount, add tax, and make a final total. A copy will be mailed to the dealer so that the items not wanted can be returned to stock. Promptness in notifying the dealer will be appreciated. A requisition can then be made for the exact amount. The dealer will ship on receipt of purchase order.

Some dealers will prefer to submit a list and later make an invoice after the list has been checked to determine the items not wanted.

Occasionally an arrangement will be made with a dealer to bring in books to be considered for purchase. These may often include private libraries that the dealer has purchased, or new review copies. Publishers' remainders may also be brought in, as well as specialized materials in display trucks. Excellent discounts are often possible with this method.

Review copies. Among the better book sources are dealers who get review copies of books. One enterprising dealer located near a major university is able to acquire several hundred titles a month. These are new and current books and include many university press publications. Discounts on these are excellent.

ORDERING FROM BOOK JOBBERS

Selection of book jobbers. No one jobber can get all categories of books required and must, because of the sheer number of titles published, give limited service in many areas. In considering the selection of a jobber the following points are important:

(1) Subject speciality. Some jobbers are considered because they handle a single major category — children's books, law, medical, engineering, foreign language, university presses, quality paperbacks, etc.

(2) Discount. A technical book jobber can give a better discount on his line than a larger jobber who purports to handle a majority of publishers. One jobber represents presses in a geographical area and can consequently give excellent university press discounts on those presses in his area. Another large jobber gives excellent discounts for current popular materials supplied by major publishers.

(3) Errors. Many hours can be lost and employees frustrated if a vendor continually ships wrong books. Correspondence, telephoning, record adjustments, and return shipping can be avoided by selecting good jobbers. Jobbers who constantly err in billing should also be avoided.

(4) Promptness. Promptness in receiving books ordered is an important consideration for good public service. If books ordered are not in stock, the jobber must order from the publisher (or another warehouse if the jobber is large) which may mean a considerable delay. A file of jobbers with a listing of publishers supplied by the jobber is often used to determine the jobber to be selected.

(5) Special services. Some jobbers give special services which can result in money savings. Some jobbers, for example, have equipment to spine label children's flats or to provide printed call numbers on the spines of bound paperbacks. Others supply catalog cards. A technical book jobber may actually assist in the selection of specialized materials.

(6) Location. A jobber who can be reached by telephone often saves needless correspondence. "Rush" books can also be located and ordering expedited by telephone.

(7) Sales representatives. A good jobber will have sales representatives who make periodic calls. This is important in working out problems or getting information on service.

(8) Availability. Several jobbers may carry the same publisher, but a knowledgeable order clerk can discern from experience which jobber can readily supply the book wanted.

In actual practice, the selection of the jobber that will appear on the individual book order is determined by the Book Order-receiving Supervisor from experience with jobbers and a knowledge of their stock. A file of information on jobbers indicating the publishers stocked is also used. Another useful file is the "Publishers' discount file" indicating jobbers' discounts for each publisher.

Preparing book orders for jobbers. Book orders are typed on a special multi-copy form on which the name of the library is printed. Information on the form will include author, title, publisher, publisher's list price, year, number of volumes if applicable, edition if applicable, dealer, number of copies, LC number if available or required, date ordered, and fund charged.

Book orders are typed from book order suggestion slips or from publishers' or jobbers' announcements notated and submitted by librarians. These slips should have complete bibliographic information (including LC number if applicable) except for the name of the vendor, which will be supplied by the order clerk. No recourse to trade bibliographies should be required.

Completed order forms are edited and routed as follows:

(1) Yellow original — forwarded immediately to the jobber.

(2) White — information to be transferred by an order clerk to a special Library of Congress card order form (used only if an LC number is indicated). If LC cards are not required, as with adult fiction or added copies or with children's books, the white copy is held in the outstanding order file. If LC numbers are required but the information is not supplied, the slip is held until the book arrives. In some cases an attempt will be made to locate the LC number (by use of the National Union Catalog, the Cumulative Book Index, or American Book Publishing Record).

(3) Pink — filed in the main library author-title catalog under title (adult first copies only). These pink copies are covered with a plastic protector noting "Book on order — request at information desk" and filed by Information Assistants. If added copies or children's books, the slip is filed in the outstanding order file.

(4) Green — filed and held for special information such as "To Reserves."

(5) Buff — filed in outstanding order file, with other slips attached.

ORDERING FROM PUBLISHERS

Advantages. Ordering directly from publishers, in contrast to jobbers, is preferred if there is sufficient volume to warrant dealing direct. Advantages can be summed up as follows:

(1) Discount. A favorable discount is often given.

(2) Promptness. The publisher can be counted on to have the stock and therefore can ship promptly.

(3) Error. As publishers are shipping only their own books, there is generally little error in shipments and billing is usually accurate.

(4) Catalog cards. Some publishers include sets of printed catalog cards.

(5) Publishers' representatives. Publishers' representatives make periodic calls and assist with problems, as well as giving current information on publications.

Procedure. Book orders are typed on the same multi-copy form as previously outlined. The original yellow slip is sent to the publisher instead of to the jobber. A publishers' file is maintained noting instructions relevant to ordering. A publisher, for example, may only ship in quantity, and therefore, if only one or two titles by that publisher are desired, the books must be ordered from a jobber. It is sometimes necessary to order directly from a publisher, as a jobber cannot supply since the publisher will only sell direct. Specialized subject presses are examples of this type of publisher.

Subscription plans. The Library also purchases books on a subscription or book club plan. These are ordered annually. Examples are Doubleday westerns and young adult selections. The requisition indicates that it is a subscription order and shows number of titles and copies. The Library pays before receipt as with periodicals subscriptions. A record is made of copies as they are received. Standing orders are also placed for titles in a series. These are paid on invoice as with other books received.

Greenaway plans. The Library contracts with a number of publishers to purchase the publisher's total output at a substantial discount. Contracts are made annually and authorized by the City Finance Director. The Library has joined with a group of other Southern California libraries in an Interlibrary Loan by Publisher Plan in which libraries receive the total output of a publisher or publishers that best suits their subject interests and budgets.

OTHER SOURCES

Books may also be purchased from these other sources:

(1) Remainder houses.

(2) Vendors who supply cataloged books.

(3) Book scouts.

(4) Individuals selling personal book collections.

(5) Specialized vendors not having retail outlets.

(6) Institutions, associations, museums, libraries, etc.

WANT LISTS

A want list card file is maintained for out-of-print titles. Titles are selected from withdrawn slips, returned orders (when marked out-of-print), suggestions from library users and the library staff, and as a result of projects such as checking selected bibliographies. A typed list is assembled periodically (fiction, subjects, etc.) from the want list card file and given to book dealers to locate. Lists are circulated to one dealer at a time. Items received by the Library from the dealer are lined out and a photocopy made of the revised list which, in turn, is sent to the next dealer. The dealer can retain the list, however, and continue to search and quote. Titles located by the dealer at a later date may no longer be accepted as the Library may already have acquired those titles.

BOOKS ON CONTRACT

Popular current titles are supplied on a lease purchase plan from the McNaughton Book Service, Inc. for branch libraries. Each branch library now receives 30 books a month and is gradually building an inventory of 360 books. (That is, 390 books on hand.) These are contracted for annually, with the understanding that books may be purchased at 75 percent off list price if retained. As books are sent directly to branches, the Order-receiving Section is not involved. If the branch librarian wishes to retain copies, however, a requisition must be made and the books processed.

ORDER FILES

Outstanding order file (adult books). Order slips for books ordered are arranged by title in an automated ferris wheel desk file. All outstanding orders are reviewed every four months, and tracers sent for all items on order for 90 days or more.

Filled order file (adult books). This rotary file, especially designed for the Library, holds two tiers (two rows per rotary tier) of 3 x 5 cards. It provides rapid access to cards listing adult books by author. Even though this file is referred to as a filled order file, it is actually a record of the entire adult book collection.

Information on the filled order file card includes (1) author's last name, first name, middle initial, (2) title, (3) retail price, if available, (4) edition, (5) number of volumes, (6) number of copies, and (7) LC classification. Titles are consolidated by author (fiction and subjects are on separate cards). Other information concerning the number of copies may include "dup" indicating an available uncataloged duplicate copy, and numbers encircled indicating a discrepancy with the shelf list.

The file also contains titles of serial publications (not magazines) on salmon cards. This information is used to alert the clerk, who will route materials to the Serials and Documents Division.

Outstanding order file (children's books). This is a 3 x 5 card file, arranged by author, of outstanding orders for children's books.

Filled order file (children's books). This is a 3 x 5 card file listing (as in the adult filled order file) all children's books in the library system by author.

Publishers' discount file. This is a 3 x 5 card file of selected publishers, noting jobbers' and publishers' discounts.

Jobbers' file. This file, arranged by jobber, consists of jobbers' announcements, publishers supplied by each jobber, and discounts given.

Publishers' announcements and catalogs. This large file of publishers' announcements and catalogs is also used by the Library staff. Included in the file are miscellaneous jobber announcements, book dealer catalogs, and reprint publishers' catalogs. These, together with current auction records, may be consulted as a price index to specialized out-of-print items.

RECEIVING AND ROUTING BOOKS

INITIAL RECEIVING PROCEDURES

Books are received from postal deliveries, trucking firms, or jobbers' vans, or personally delivered by book dealers.

It is first necessary to determine if the shipment is intended for the Library — labels on postal shipments especially should be inspected. Before signing for truck deliveries, the number of cartons noted on the manifest should be verified. If delivered personally, books should be accompanied by an invoice.

INITIAL PROCESSING OF MATERIALS RECEIVED

When materials are unpacked, the items received must be verified with either a packing slip or invoice. If a packing slip is enclosed, this may be used instead of the invoice if price information is included. NOTE: No shipment will be unpacked if there is no purchase order to cover it. If there is a purchase order but no packing slip or invoice, the shipment will be held until the invoice is received.

Initial verification is made to determine if the items received are recorded on the packing slip or invoice and the correct number is noted, as there are often several copies of one title. When verifying invoices instead of packing slips, it will also be necessary to compare the cost of each item and the discount. NOTE: Items received are noted in red. The invoice or packing slip is also initialed and dated. Books are also inspected for condition (damaged in shipment or publisher's defects). Used books are collated for underlining, missing pages or plates, foxing, stains, mutilation, water damage, ex-library, etc.

The retail price of the book (if not on the jacket) is written in in pencil in the upper right corner of the inside front cover. If the price cannot be located in Books in Print, the notation "op" (out-of-print) is used and the price noted is approximately 25 percent more than the dealer's price (that is, without his discount).

NOTE: On adult books, no price is indicated if $6 or less. Books over $6 are computed on a nearest dollar basis. (A $6.49 book becomes $6, a $6.50 book becomes $7, etc.) On children's books, no price is indicated if $4 or less.

The code number of the vendor is indicated in pencil in the lower right corner of the page facing the inside back cover. (The Order-receiving Section maintains a list of vendors with assigned code numbers.)

Books received are then compared with outstanding order cards to determine if the book received is the same book that was ordered, with the exception that books received from book dealers do not have outstanding order cards. Points to compare are author, title, edition, publisher, editor, translator, and paperback. NOTE: Discrepancies are handled individually according to vendor's practice. Books are usually returned for replacement or credit.

FINAL PROCESSING

Multi-copy order forms. Each copy of the multi-copy order form is date stamped. Disposition of the form is as follows:

(1) White — for subject materials, the LC order number is indicated and the slip forwarded to an order clerk so that the information may be transferred to a special LC card order form — that is, if it has not already been done in advance. The white slip is discarded if LC cards are not required. If the LC order number is not printed in the book, the slip is placed in the book and routed to the "LC look-up" shelves.

(2) Pink — discarded if not previously filed in the public author-title catalog.

(3) Green — placed in the book.

(4) Buff — filed in the filled order file. The call number (if LC cards have received or the book contains LC cataloging in publication data (CIP)) or "F" for fiction is noted on the filled order file card. If the filled order file card is a "consolidated card" (various titles by the same author are noted on one card), the title is added to the "consolidated card" and the buff card discarded.

No multi-copy order forms made. If the book has been received from a source other than a jobber or publisher, and no outstanding order card made, a filled order file card is prepared and filed. Information will include call number (if available) or collection, author, title, price, number of volumes, edition, and number of copies. An LC order slip is also completed if applicable.

Added copies. If the book is an added copy, the number of copies of the title is added to the filled order file card. A colored marker is placed in the book - yellow for second copy, pink for third copy, and green (with copy number indicated) for the fourth copy and above. The LC number is penciled on the colored marker for subject books.

Withdrawn copies. If the book is a replacement for a withdrawn copy, and the library already has a copy in addition to the item replaced, the procedure for added copies is followed. If, however, the last copy is replaced, the number of replacement copies is noted on the filled order file card. A card noting first copy replacement is placed in the book with the call number if applicable, so that the catalog clerks will check the dead shelf list for catalog cards.

Request books. If the outstanding order indicates "To Reserves," the book is routed to the Catalog Librarian. The book is assigned temporary cataloging - shelf list, author and title card. The book is also assigned a broad LC classification (e.g., BF, DA, etc.) The green slip (if a multi-copy order form) or a white card with book information, is filed in the request file until LC cards are received. If the item is adult fiction, however, it is routed to the fiction clerk for rush processing. Added adult subject copies are routed to the Catalog Clerk - Adult Subjects Maintenance for rush processing.

Ownership stamping. Books are ink stamped with "CITY OF INGLEWOOD PUBLIC LIBRARY" on the top and bottom edges. If the edges are too narrow, it is stamped on the front and back inside covers parallel with and adjacent to the hinge.

ROUTING

After books are processed they are routed to the following areas:

(1) LC hold shelves — if LC cards have been ordered.

(2) Search "LC look-up" shelves — if the book does not list the LC number (subjects only, not fiction).

(3) Catalog Clerk - Adult Fiction — first and added copies.

(4) Catalog Clerk - Adult Subjects Maintenance — added copies and replacements.

(5) Catalog Clerk - Children's Books — first and added copies.

(6) Technical Processes Librarian — first copies with LC cards or LC cataloging in publication data (CIP).

(7) Serials Librarian — first and added copies of serial publications.

(8) Social Services Librarian — extramural collection materials.

LIBRARY OF CONGRESS CARDS

If LC cards arrive before the book is received, they are attached to the order slip in the outstanding order file. If they arrive after the book is received, the LC classification is recorded on the filled order file card. Each set of cards is then matched with the book (which is being held on the LC hold shelves), after which the book is routed to the cataloger.

PROCESS SLIPS

Books on the "LC look-up" shelves will be searched in national bibliographies and process slips made. After books have been processed, these process slips (for "LC look-ups" and original cataloging) are routed to the Order-receiving Section so that LC classification is recorded on the filled order file card.

PUBLISHERS' PLANS

Books received on publishers' plans are placed on display shelves for branch librarians to review. A record of each book (author, title, and price taken from the packing slip) is maintained, and is compared with the invoice received annually. Books are processed in the same general manner as are other books.

CHILDREN'S BOOKS

Separate files are maintained for children's books. Books are processed in the same general manner as adult books, except that in no case are LC cards or other printed cards ordered (as the Library produces its own card sets). The adapted LC classification for children's books is recorded (from the shelf list) on the filled order file card after the book is cataloged.

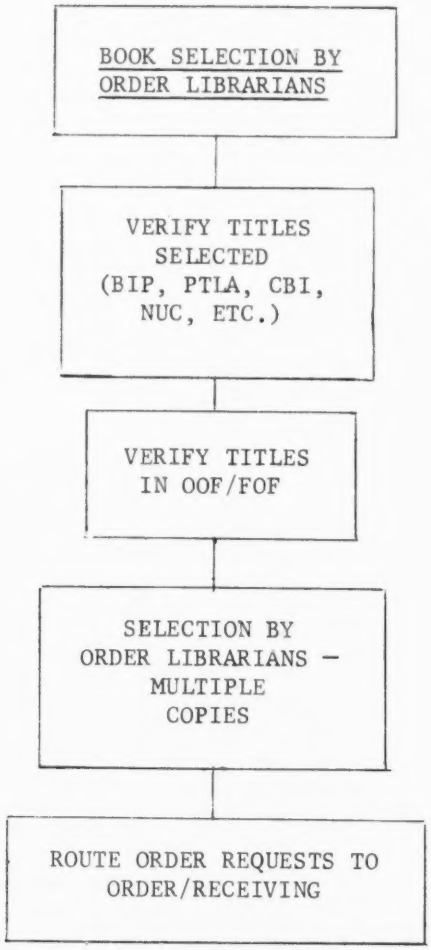
GIFT BOOKS

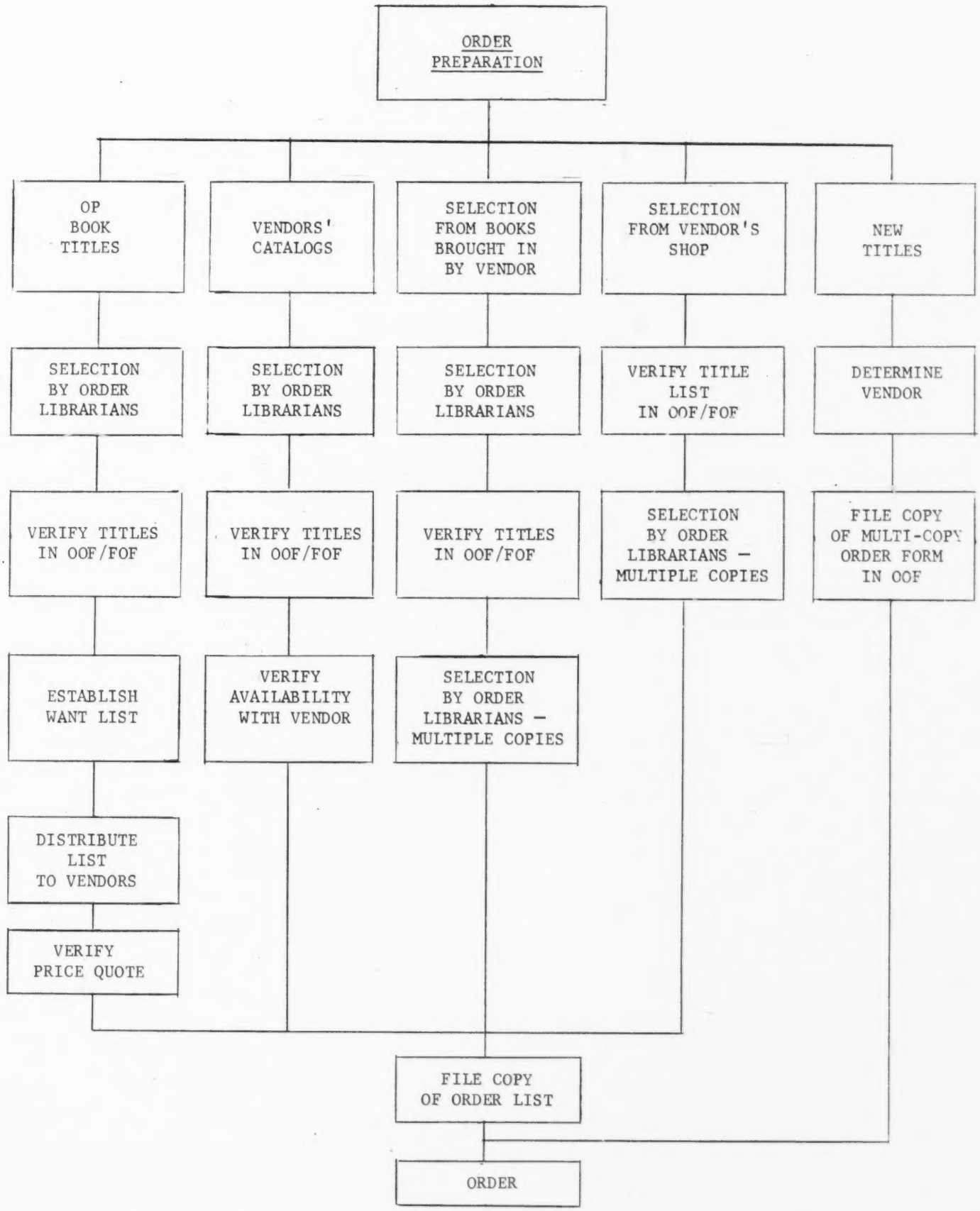
Gift books are evaluated for inclusion in the collection by a librarian. The filled order card file is consulted to determine duplicate copies. Duplicates may then be (1) evaluated for inclusion in the collection (branch copy, duplicate at main, etc.), (2) evaluated for use in extramural collections, (3) routed to the uncataloged duplicate collection, (4) given to the Friends of the Library for their annual book sale, or (5) given to Goodwill Industries. A count of gift books is maintained.

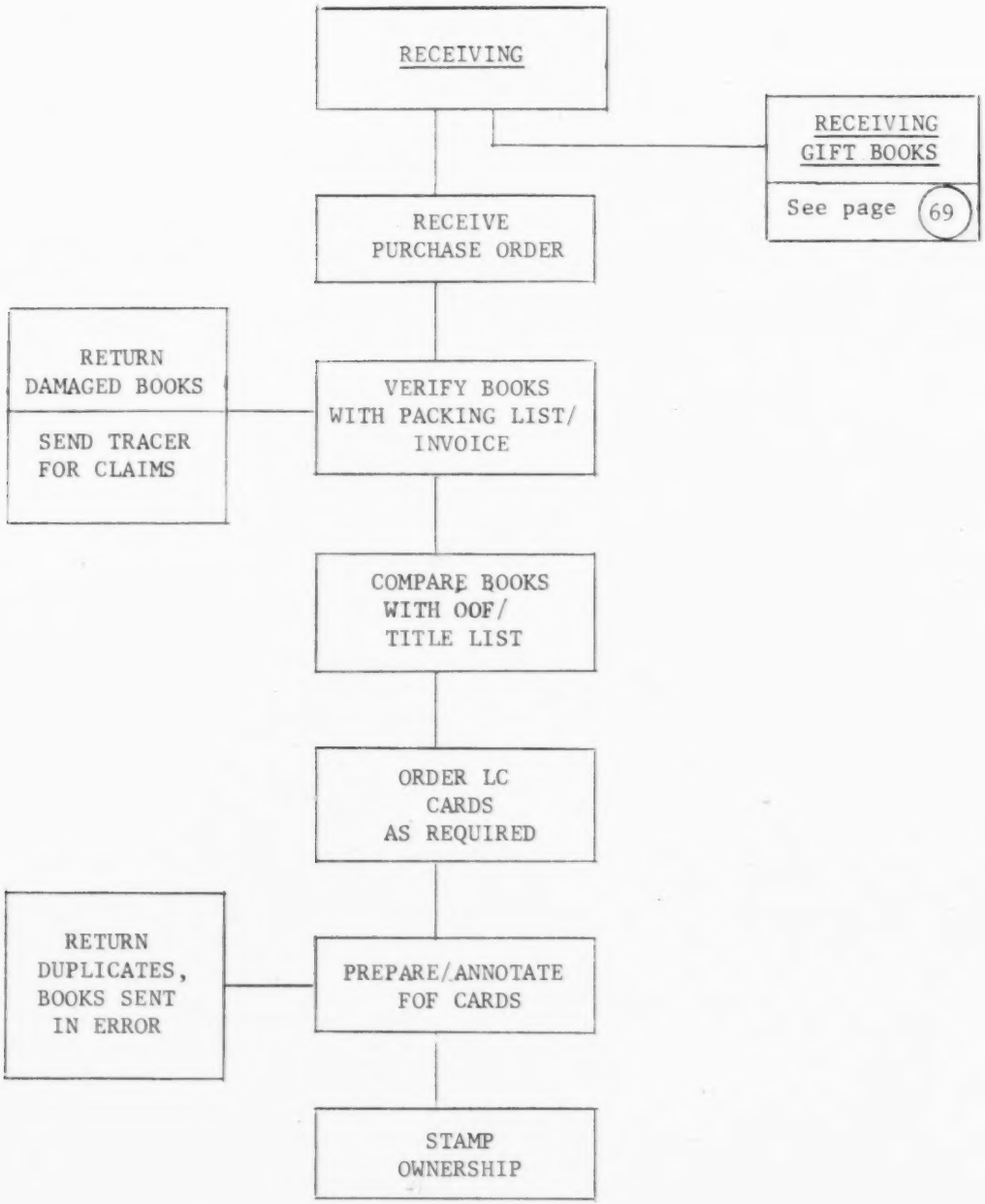
SHIPPING

The Order-receiving Section also ships materials related to its function. This consists mainly of returning to vendors books sent in error or defective. Occasionally books that were ordered in error are returned. Records are maintained for all items shipped, to insure credit or replacement. Statistics are also recorded on materials returned.

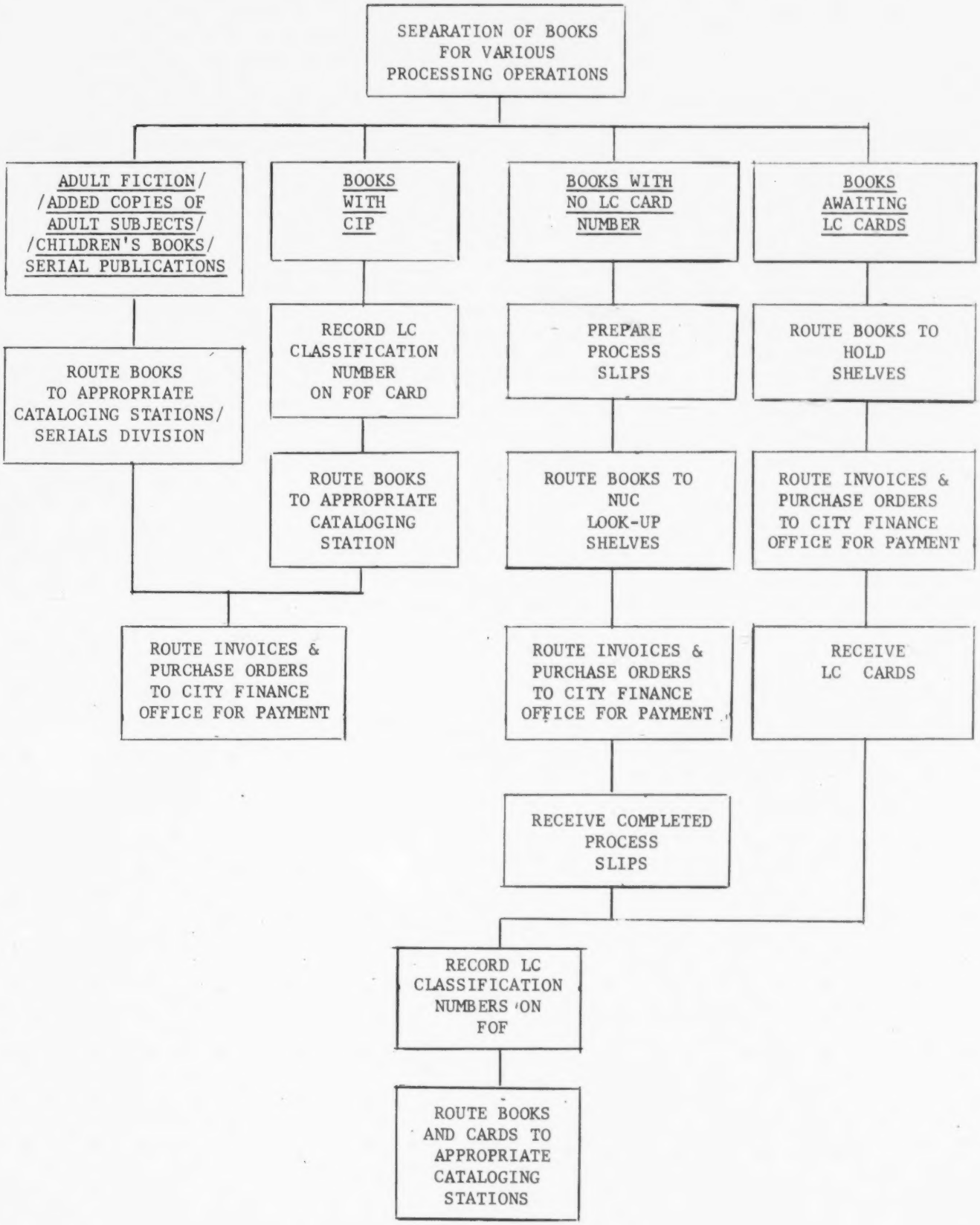
ORDER/RECEIVING PROCESS CHARTS

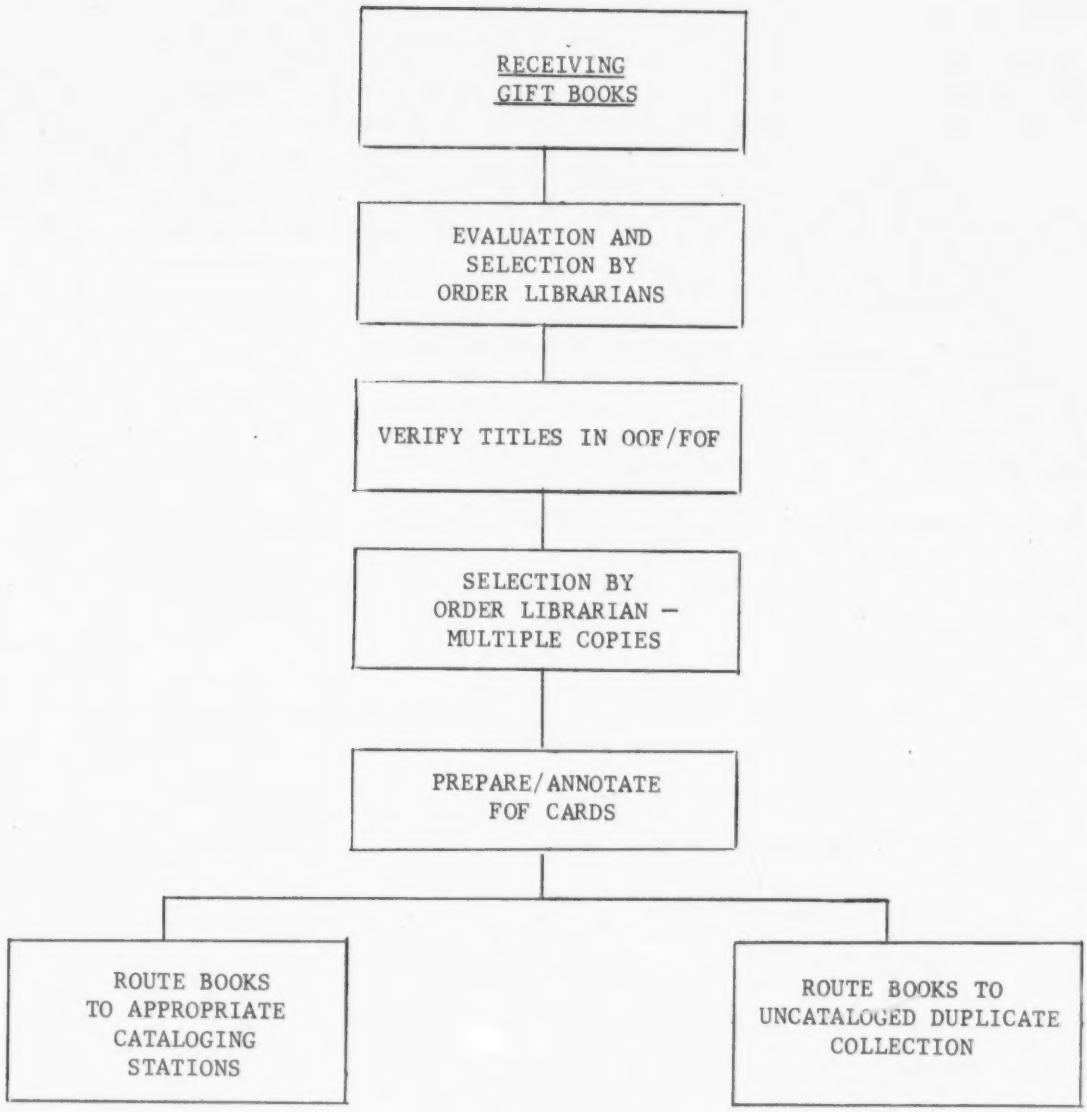

BOOK SELECTION BY ORDER LIBRARIANS
VERIFY TITLES SELECTED (BIP, PTLA, CBI, NUC, ETC.)
VERIFY TITLES IN OOF/FOF
SELECTION BY ORDER LIBRARIANS – MULTIPLE COPIES
ROUTE ORDER REQUESTS TO ORDER/RECEIVING


ORDER PREPARATION
OP BOOK TITLES
VENDORS' CATALOGS
SELECTION FROM BOOKS BROUGHT IN BY VENDOR
SELECTION FROM VENDOR'S SHOP
NEW TITLES
SELECTION BY ORDER LIBRARIANS
SELECTION BY ORDER LIBRARIANS
SELECTION BY ORDER LIBRARIANS
VERIFY TITLE LIST IN OOF/FOF
DETERMINE VENDOR
VERIFY TITLES IN OOF/FOF
VERIFY TITLES IN OOF/FOF
VERIFY TITLES IN OOF/FOF
SELECTION BY ORDER LIBRARIANS — MULTIPLE COPIES
FILE COPY OF MULTI-COPY ORDER FORM IN OOF
ESTABLISH WANT LIST
VERIFY AVAILABILITY WITH VENDOR
SELECTION BY ORDER LIBRARIANS — MULTIPLE COPIES
DISTRIBUTE LIST TO VENDORS
VERIFY PRICE QUOTE
FILE COPY OF ORDER LIST
ORDER



CONTINUED ON NEXT PAGE


SEPARATION OF BOOKS FOR VARIOUS PROCESSING OPERATIONS
ADULT FICTION/ /ADDED COPIES OF ADULT SUBJECTS/ /CHILDREN'S BOOKS/ SERIAL PUBLICATIONS
BOOKS WITH CIP
BOOKS WITH NO LC CARD NUMBER
BOOKS AWAITING LC CARDS
ROUTE BOOKS TO APPROPRIATE CATALOGING STATIONS/ SERIALS DIVISION
RECORD LC CLASSIFICATION NUMBER ON FOF CARD
PREPARE PROCESS SLIPS
ROUTE BOOKS TO HOLD SHELVES
ROUTE BOOKS TO APPROPRIATE CATALOGING STATION
ROUTE BOOKS TO NUC LOOK-UP SHELVES
ROUTE INVOICES & PURCHASE ORDERS TO CITY FINANCE OFFICE FOR PAYMENT
ROUTE INVOICES & PURCHASE ORDERS TO CITY FINANCE OFFICE FOR PAYMENT
ROUTE INVOICES & PURCHASE ORDERS TO CITY FINANCE OFFICE FOR PAYMENT
RECEIVE LC CARDS
RECEIVE COMPLETED PROCESS SLIPS
RECORD LC CLASSIFICATION NUMBERS ON FOF
ROUTE BOOKS AND CARDS TO APPROPRIATE CATALOGING STATIONS


RECEIVING GIFT BOOKS
EVALUATION AND SELECTION BY ORDER LIBRARIANS
VERIFY TITLES IN OOF/FOF
SELECTION BY ORDER LIBRARIAN — MULTIPLE COPIES
PREPARE/ANNOTATE FOF CARDS
ROUTE BOOKS TO APPROPRIATE CATALOGING STATIONS
ROUTE BOOKS TO UNCATALOGED DUPLICATE COLLECTION

11

CATALOGING AND CLASSIFYING

DEFINITION AND FUNCTION

"Cataloging," as a general term, refers to all the activities involved in organizing library materials. These include three distinct processes: descriptive cataloging, subject cataloging, and classification. In its more exact sense, cataloging means descriptive cataloging – that is, the description of the physical book (or other media), identifying it from other titles, or editions of the same title, or other copies of the same title or edition. Descriptive cataloging includes (1) identifying and establishing the main entry, (2) describing the physical book (or other media), and (3) selecting and establishing added entries (for title, editor, subject, etc.).

Professional work includes (1) descriptive cataloging of subject materials (as distinguished from fiction), editing printed cards, supervising and editing descriptive cataloging of fiction; (2) subject cataloging of materials, editing printed cards, supervising and editing subject cataloging of fiction, and (3) classifying by Library of Congress classification.

This section deals with the operation in which books are evaluated, call numbers and subject headings assigned, and collections determined. It includes the preparation of catalog cards and related functions such as withdrawals and replacements.

CONTENTS OF THIS SECTION:

Fiction (Non-professional)

Subjects (Professional)

Subjects – first copies (Non-professional)

Subjects – added copies (Non-professional)

Children's books – fiction

Children's books – subjects (Non-professional)

Children's books – special collections

Cataloging and processing process charts

FICTION (Non-professional)

PERSONNEL

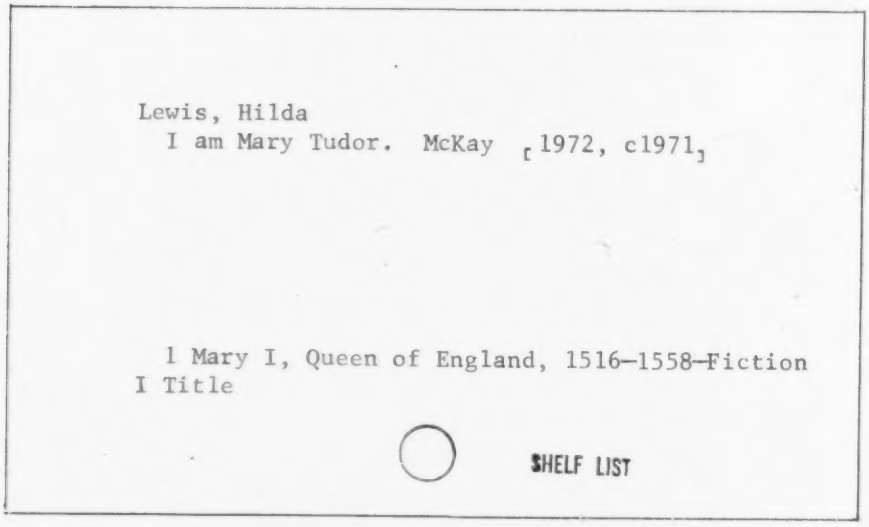
"The Catalog Clerk – Adult Fiction catalogs and prepares cards; withdraws, reinstates, and transfers adult fiction, young adult fiction, foreign language fiction, and large print fiction; and maintains fiction records." (SEE job description.)

FIRST COPIES

Determining the collection. From information on the book jacket it is usually possible to determine if the book should go into a special fiction collection such as mysteries or short stories. (Without the jacket it is sometimes more difficult to determine.)

Subject headings. Subject cards are made for fiction whenever applicable. The major categories are biography, history, description and travel, social conditions, and professions. Subject headings used are Library of Congress. The clerk may often be required to consult with a Technical Processes librarian concerning the selection of a subject heading.

Catalog cards. A set of cards is then typed, or a unit card only is typed and a card set is made by photoduplication. This includes a shelf list card and public catalog cards consisting of author, title, and subject if required. LC cards are not ordered for fiction. An IBM electric typewriter with long platen and card holder enables the clerk to place three cards in the typewriter at one time. Examples of catalog cards are noted below:



SHELF LIST

Lewis, Hilda
I am Mary Tudor. McKay [1972, c1971]

1 Mary I, Queen of England, 1516–1558–Fiction
I Title

AUTHOR

I am Mary Tudor

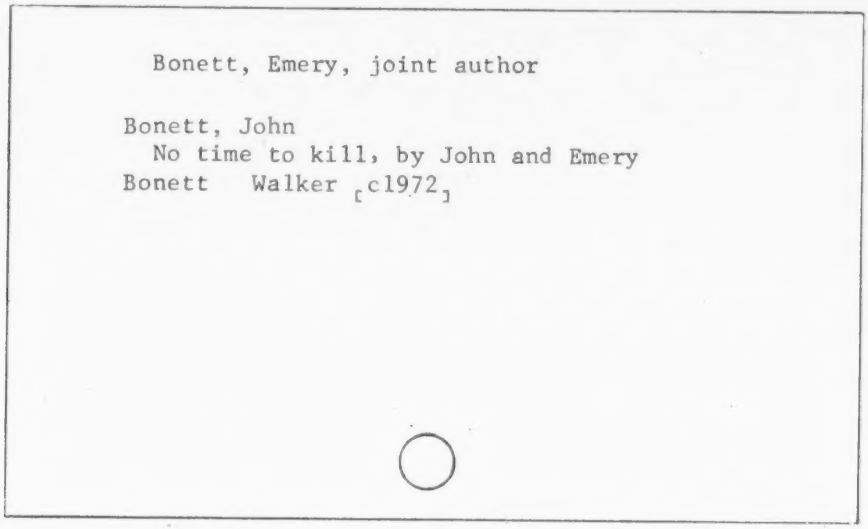
Lewis, Hilda

TITLE

MARY I, QUEEN OF ENGLAND, 1516–1558–
FICTION
Lewis, Hilda
I am Mary Tudor. McKay [1972, c1971]

SUBJECT

Information on the cards is taken from the title page. Additional cards are made for joint author, if important. The illustrator is generally ignored unless important.



The place of publication (except for foreign publishers) is omitted. The date is taken from the title page. If the date appears only on the verso of the title page it is shown in brackets. If copyright is indicated, a "c" is noted before the date. Tracings (listing headings under which the book is located in the catalog), are made on the shelf list as well as the author card.

Marking the book. Letters are stamped in the upper right corner of the page after the title page to indicate the collection — FIC, M, SS, SF, W, Romance Collection, Young Adult, Foreign Language, Large Print, etc. The copy number is also stamped under the letter indicating the collection. The current date (month and year only) is stamped on the upper left corner of the inside back cover. If the book is new, (that is, published during the current year) a yellow dot is placed in the upper left corner of the end paper in the front of the book which is not pasted to the cover (to indicate to Circulation personnel that a yellow dot should also be placed on the spine after a plastic cover is added).

Routing. The processed book, including the catalog card set, is routed to the editing station.

Branch library copies. First copies of fiction are occasionally purchased for a branch library only (no main library copy). An additional complete set of cards is also made for the main library. Public cards in the main library are covered with a color-coded plastic protector to indicate there are no copies in the main library — but the book is available at a branch. Each branch has a separate color code — orange for the Morningside Park branch and green for the Crenshaw-Imperial branch. The orange indicates one copy only in the system (at Morningside). The green indicates either a single copy at Crenshaw-Imperial or copies at both branches. (The main library does not have a copy.) All catalog cards are paper clipped in the books before routing.

The first copy of a title in the main library does not require a copy number on the shelf list. When, however, the first copy is a branch copy, copy one and the extension number is stamped (e.g., COP 1 EX 2).

ADDED COPIES

The same general procedure as with first copies is followed, except that the existing shelf list is annotated and another set of cards may be made. It is first necessary to determine, from the order slip, the branch library or libraries that the book or books are intended for, or if it is a main library duplicate. If no notation is made, the clerk may need assistance from a librarian in determining the location. Copy one (COP 1) will be stamped on the shelf list (as this does not appear if the first copy is a main library copy) in addition to copy two, three, etc. The location as EX 1 or EX 2 is also noted after the copy number. If the publisher or date is different from the first copy, this is also noted after the copy number. The main library's shelf list card is removed and added copies are processed by the fiction clerk.

If the book added is a main library copy and the first copy is in a branch, it is necessary to remove color coded plastic card protectors in the main library catalog (since the branch no longer has the only copy). If the book is added at the Crenshaw-Imperial library and the Morningside Park library has the first copy, the card protectors in the main library catalog are changed from orange to green.

It is occasionally necessary to revise the original shelf list (and call in the book if required) if it does not conform to current cataloging practices or is not in the proper collection. The original, for example, may be in the general fiction collection but should be transferred to the mystery collection.

If the book has a lengthy introduction and notes or has added material of sufficient importance to distinguish it from other copies of the same title, it is considered a first copy and processed accordingly.

EXTENSION COLLECTION

The extension collection consists of one or more duplicate copies of titles selected for intra-library loan to branches. These are processed as added copies. No public catalog cards are made. The extension shelf list is prepared in the same manner as the main library shelf list except that it is stamped "extension shelf list." This card travels with the book to branch libraries, where it is placed in a special file during the four months it remains in that branch library. A red dot is placed in the upper left corner of the front end paper to indicate to branch library personnel that a red dot should be placed on the spine after a plastic cover is added. A detailed account of the extension collection including processing is found on page 83 .

REPLACEMENTS

If all copies of a title have been withdrawn, for the single copy replacements, the shelf list and public catalog cards are retrieved from the dead shelf list file. The shelf list is annotated with a new consecutive copy number, the book marked, and cards routed for filing in the public catalog. For added copies, the added copy procedure is followed except that catalog cards have already been made.

WITHDRAWALS

Books which are damaged or otherwise unsuitable or declared lost may be withdrawn. If the book is in hand, a yellow withdrawal slip is completed. As previously indicated, copy 1 does not appear if there is only one main library copy. It is therefore necessary to stamp "COP 1" on the shelf list card. The appropriate copy number on the shelf list is lined out in red and date indicated after the copy number. The book is stamped "withdrawn" and date indicated on inside covers and the pocket removed. The use of this "official" stamp (which includes date and name of the library) is restricted. If the copy withdrawn is the last copy, public cards are removed and filed with the shelf list in the dead file. If the last copy is not to be replaced, the public cards are discarded. The filled order file is also marked through in red. If there are other copies of the book being withdrawn, it is only necessary to change the shelf list. Branch library shelf lists are changed if they have additional copies. If they do not have additional copies, all branch records are called in. These are, in turn, filed in the dead shelf list file if a replacement is ordered — if not, they are discarded.

Yellow withdrawal slips, originating either from Circulation Control or from a search, also serve as a notice to withdraw books. The slip will indicate if the item is to be replaced. The copy noted on the shelf list to be withdrawn is lined out in black and date indicated after the copy number. (A book with a copy number lined out in black could later be reinstated if located or returned.) The same procedure as with the book in hand is followed. If the book is to be reordered, the slip is routed to a librarian for reordering. A count is maintained for copies and titles withdrawn and submitted for each quarterly report.

TRANSFERS

If a book is transferred from one library to another, the shelf list is annotated (EX 1 is changed to EX 2 or Main, etc.). If a book is transferred from a branch to the main library, the catalog card set is placed in the book pocket. If a library still has one copy of a title after the transfer, the public cards will remain. Another set may, however, be required if the title is not in the library to which the copy is transferred. It may also be necessary to change the color coded plastic card protectors in the main library catalog.

When books are transferred, physical changes must also be made on the book (extension number on the inside label and on the page after the title page, name of branch library on book pocket). A record of transfers is also made and submitted quarterly.

REINSTATEMENTS

If a book has been withdrawn and later located, it is reinstated. The book to be reinstated may be in hand or a notice to reinstate supplied (duplicate of yellow withdrawal slip) from Circulation Control. The same copy number is again stamped on the shelf list and "reinstated" and current date noted after the copy number. If public cards are available (from the dead shelf list file) they are refiled. If not available, a new set is completed and filed. Occasionally an added copy is reinstated so that only a shelf list annotation is required. The "added copy" is noted on the filled order file card in the Order-receiving section. It may also be necessary to change the color coded plastic card protectors in the main library catalog. A record of reinstatements is also made. As with withdrawals and transfers, a count is maintained and submitted quarterly.

SUBJECTS (Professional)

PERSONNEL

The classification and cataloging of adult subject materials is performed by a librarian with background in descriptive cataloging, subject heading analysis, and Library of Congress classification system.

FUNCTION

First copies of subject titles (that is, titles new to the library) are "cataloged." This is done in one of three ways: (1) editing Library of Congress printed cards, (2) searching bibliographic sources such as the National Union Catalog, and (3) doing original cataloging (if LC cards are not available) and indicating the results on a process slip.

NOTE: The Library does not type the decimal point in LC numbers on card sets, inside, and spine labels.

EDITING LC CARDS

Verifying the card. The LC unit card is compared to the book in hand with special attention to imprint data. Changes are made if required.

Establishing the entry. It may be necessary to consult the author and subject authority file because of possible variations. The Library's authority file establishes the form used with SEE and SEE ALSO references. Authors and subjects in the file are selected from those in which there is possible ambiguity, especially with regard to LC entries. Fiction authors are taken from the title page which occasionally conflicts with LC author entries. The LC heading is used, and authority cards and cross references prepared if required.

Deleting added entries. Added entries for joint author are deleted if considered not important. Types of added entries sometimes deleted are translators, second editors, series, and corporate entries. Added entries for subjects rarely are deleted.

Revising subject headings. Subject headings are verified if the book bears an early imprint, because of the updating of subject headings by LC.

Changes. Changes and deletions are made in ink on the unit card which is stamped "shelf list." It is sometimes desirable to add entries for subjects that appear important even though not so considered by LC. There may also be errors in the printed card, including the call number.

Marking the book. The call number is noted in the upper right corner of the page after the title page, and the library or collection indicated. The current date is stamped inside the book in the upper left corner of the inside back cover and a yellow dot affixed if required to indicate a "new book," that is, one published during the current year.

Routing. Cards are attached to the book and it is routed to the processing line.

ORIGINAL CATALOGING

Books received for which LC bibliographic information has not been obtained are cataloged. This includes the entire process of descriptive cataloging, selecting LC subject headings, and assigning LC classification numbers.

Information is recorded on a process slip attached to the book which, in turn, is routed to the processing line.

Original cataloging requires at least a one year graduate course in cataloging, and is not described in this manual.

SUBJECTS — FIRST COPIES (Non-professional)

PERSONNEL

"The Catalog Clerk — Adult Subjects inspects and verifies catalog records and types catalog cards for adult subject material." (SEE job description)

GENERAL PROCEDURE

The clerk will receive books with (1) LC unit card, (2) process slip, or (3) LC CIP data. A catalog card set is produced in a number of ways:

(1) By typing added entry information on LC printed unit cards.

(2) By typing an original unit card for photoduplication (and later typing added entries on unit cards).

(3) By typing a stencil for multilith reproduction (and later, typing added entries on unit cards).

(4) By typing a card set.

It is sometimes necessary to supplement process slip information prepared by catalogers.

A shelf list card is prepared as part of the card set. It is often necessary to annotate the shelf list with copy number and library or collection.

CARD INFORMATION

Information typed or stamped on the card set includes: (1) call number and collection, (2) author, (3) joint author, editor, translator, etc., if required, (4) title, (5) edition, (6) publisher, (7) imprint date, (8) series note if required, (9) other notes as required, and (10) tracings.

SUBJECTS — ADDED COPIES (Non-professional)

PERSONNEL

"The Catalog Clerk — Adult Subject Maintenance processes added copies and replacement copies, transfers copies, withdraws copies and titles, and maintains withdrawn titles file." (SEE job description.)

GENERAL PROCEDURE

The same general procedure used in adding copies of fiction is followed. This includes:

(1) Verifying the book with the shelf list. (If the publisher is different from the copy noted on the shelf list or it has added material of sufficient importance, it is considered a first copy and processed accordingly. If the book is going to a branch library only, the shelf list is stamped "No public records at Main." NOTE: If the book is a reprint by the same publisher, and includes a different series or name such as Random House or Modern Library, it is considered an added copy.)

(2) Determining (from the order slip if available) the library or collection for which the book is intended. If no notation is made, assistance from a librarian may be required.

(3) Annotating the shelf list with copy number and library or collection.

(4) Typing a set of public cards for the branch library if the added copy is the first copy in a branch.

(5) Marking the book: The call number and copy number are noted in the upper right corner of the page after the title page and the library or collection indicated. The current date is stamped inside the book and a yellow dot indicating a "new book" affixed if required.

(6) Attaching all cards to the book and routing it to the processing line.

PREPARING CARDS

Information on the duplicate set of cards is taken from the shelf list which is usually an LC printed card. These essential items of information will be included: (1) call number and collection, (2) author, (3) joint author, editor, translator, etc., if required, (4) title, (5) edition (other than first), (6) publisher and date of publication, (7) series note if used, (8) other notes such as bibliography, contents, title change (as required), and (9) tracings.

As noted above, a contents note is added only if important. This may, for example, include a collection of writings by different authors, and is usually shown only on the main card and shelf list. Added cards will be stamped "See author card for contents." If the contents note is lengthy, printed cards may be ordered.

WITHDRAWALS — REPLACEMENTS — TRANSFERS — REINSTATEMENTS

The same general procedure as with adult fiction is used for withdrawals, replacements, transfers, and reinstatements.

CHILDREN'S BOOKS – FICTION (Non-professional)

PERSONNEL

"The Catalog Clerk – Children's Books classifies and catalogs children's fiction and subject books." Guidance and assistance is provided by Children's and Technical Processes librarians.

FIRST COPIES

As with adult fiction, no printed cards are ordered. Three copies of a title (one for each library) are frequently received and processed at the same time. The first copy will generally be for the main library.

Determining the collection. The catalog clerk usually determines the assignment of a title to a particular collection (such as picture book, easy book, etc.) as well as for those titles determined to be "teen." In some cases, a decision by a children's librarian may be required.

Authority file. An authority file is maintained by the catalog clerk to insure uniformity of entries.

Subject headings. As with adult fiction, subject headings are made whenever applicable. The subject headings used are from Sears List of Subject Headings, 10th edition. It is sometimes necessary to add subject headings not listed in the standard Sears list. Examples include Easter stories; Fairy tales, Modern; Family stories; Fantasies; Halloween stories; and Thanksgiving Day stories. New headings assigned are determined by the Head – Technical Processes Division and the Head – Children's Division.

Catalog cards. A set of cards is typed (or a unit card only is typed and a card set is made by photoduplication) – shelf list and public records (author, title, and subject, if required). If additional copies are being processed at the same time, card sets for branch libraries will be made. As with adult fiction, information on the cards is taken from the title page. Additional cards (added entries) are occasionally made for joint author or illustrator if important. A list of illustrators, selected by children's librarians, is maintained by the catalog clerk. The date is taken from the title page. If the date appears on the verso of the title page, it is shown in brackets. If copyright is indicated, a "c" is noted before the date. Tracings are made on the shelf list and author card (main entry).

For books dealing with popular major subjects, a special label is affixed above the spine label. This does not apply to easy or picture books. A notation of the subject (abbreviated) is typed on the shelf list on the bottom left corner of the card on line with tracings. Subjects include mysteries, science fiction, romance, sea stories, dog stories, horse stories, and sports.

Location of copies. The location of copies should be noted on the order slip. If this information is omitted, it may be necessary to consult a Children's Division librarian.

Marking the book. The fiction collection is indicated by the stamp "JUV FIC" in the upper right corner of the page following the title page. On books intended for older children or "teens" a (T) is penciled in below JUV FIC. The copy number and branch location (if required) are also stamped under the letter indicating the collection. The current date (month and year) is stamped on the upper left corner of the inside back cover.

Routing. All cards are attached to the books and routed to the mechanical processing line.

ADDED COPIES

The same general procedure as with first copies is followed, except that the existing shelf list is annotated and another set of cards may be made. It is first necessary to determine from the order slip the location – branch libraries or main library. If no notation is made, the clerk may need assistance from a Children's librarian in determining the location. "COP 1" will be stamped on the shelf list (as this does not appear if the first copy is a main library copy) in addition to copy two, three, etc. The location as "EX 1" or EX 2" is noted after the copy number. If the publisher or date is different from the first copy, this is also noted after the copy number. If the library (branch or main) already has a copy, no public records are required. A note is sent to branches advising them to add the copy to their shelf list. Cards are attached to the book (if first copy is for a branch library) and routed to the mechanical processing line.

WITHDRAWALS – REPLACEMENTS – TRANSFERS – REINSTATEMENTS

The same general procedure as with adult fiction is used for withdrawals, replacements, transfers, and reinstatements.

CHILDREN'S BOOKS – SUBJECTS (Non-professional)

PERSONNEL

As previously noted in Children's Books – Fiction, "The Catalog Clerk – Children's Books classifies and catalogs children's fiction and subject books." Guidance and assistance are provided by Children's and Technical Processes librarians.

GENERAL PROCEDURE

The clerk catalogs directly from the book at hand, recording decisions on a process slip. The normal procedure is to (1) determine the collection (juvenile, teen, or easy), (2) do descriptive cataloging (author, title, publisher, imprint date, etc.), (3) assign the classification, (4) assign subject headings or other added entries, (5) determine location of copies, (6) mark books, and (7) route copies and process slips to the mechanical processes line.

Determining the collection. The catalog clerk usually determines the assignment of a title to a particular collection (such as picture book, easy book, etc.) as well as for those titles determined to be "teen." In some cases, a decision by a Children's librarian may be required.

Authority file. An author and subject authority file is maintained by the catalog clerk to insure uniformity of entries.

Classification. Books are classified by the Library of Congress classification adapted for children's books. A printed classification manual[1] including a comprehensive index is used as the basic reference source. Questions concerning classification should be referred to a Technical Processes librarian or a Children's librarian.

Subject headings. The subject headings used are from Sears List of Subject Headings, 10th edition. Subject headings used are marked, and annotations and additions are made as required in the Sears list. As with classification, questions concerning subject headings should be referred to a Technical Processes librarian or a Children's librarian.

Location of copies. The location of copies should be noted on the order slip. If this information is omitted, it may be necessary to consult a Children's librarian.

Catalog cards. A set of catalog cards is typed or a unit card only is typed and a card set is made by photoduplication by a mechanical processes clerk. In some cases, this function may be performed by the Catalog Clerk – Children's Books.

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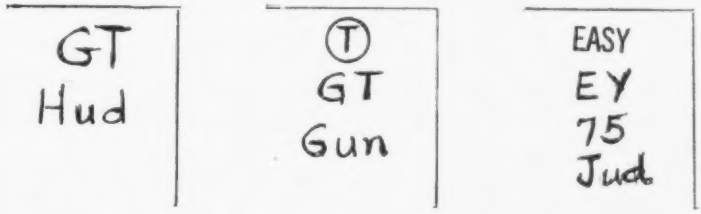
[1] Inglewood Public Library. Library of Congress Classification Adapted for Children's Books – Second edition © 1972

Marking the book. Classification is noted in pencil in the upper right hand corner of the page following the title page. The collection "EASY" is stamped above the classification. Books intended for older children or "teens" have the penciled notation (T) above the classification. The collection "JUV" is not inidcated on subject books. The first three letters of the author's last name are penciled below the classification. (With biographies, the full last name of the biographee — not the author — is indicated.) A date is sometimes required to distinguish editions. Copy number and branch library location, if required, are added.



ADDED COPIES

The same general procedure as with children's fiction is followed for added copies.

WITHDRAWALS — REPLACEMENTS — TRANSFERS — REINSTATEMENTS

The same general procedure as with children's fiction (and adult fiction) is used for withdrawals, replacements, transfers, and reinstatements.

CHILDREN'S BOOKS — SPECIAL COLLECTIONS

PICTURE BOOKS

Picture books are "easy fiction," but without a controlled vocabulary, and are cataloged and processed in the same general manner as juvenile fiction. The penciled notation in the book includes "PICTURE BOOK," initial of author's last name, copy number, and branch library location if applicable.

EASY READERS

Easy readers are books with controlled vocabulary. They are divided into three groups — Easy 1, Easy 2, and Easy 3. They are cataloged and processed in the same general manner as picture books. "E1," "E2," and "E3" are substituted for "PICTURE BOOK."

EASY SUBJECT COLLECTION

Easy subject books are cataloged and processed in the same general manner as other juvenile subject books. The penciled notation in the book includes "EASY," the adapted LC children's classification, the first three letters of the author's last name, copy number, and branch library location if applicable.

REFERENCE BOOKS

Reference books are cataloged and processed as are juvenile subject materials. "REFERENCE" is stamped above the collection and classification notation in the book and on the catalog cards.

SPECIAL READING COLLECTION

Books in the special reading collection include fiction and subject books written on a "high interest – low reading level." They are cataloged and processed as are other juvenile books. "SPECIAL READING COLLECTION" is stamped above the collection and classification notations.

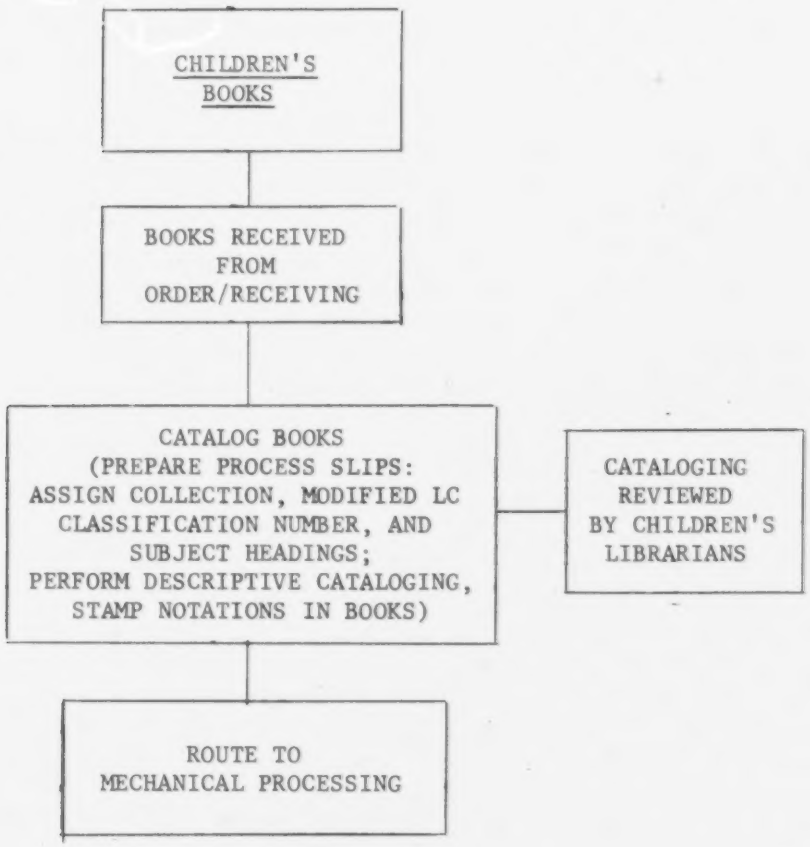
NEWBERY – CALDECOTT COLLECTION

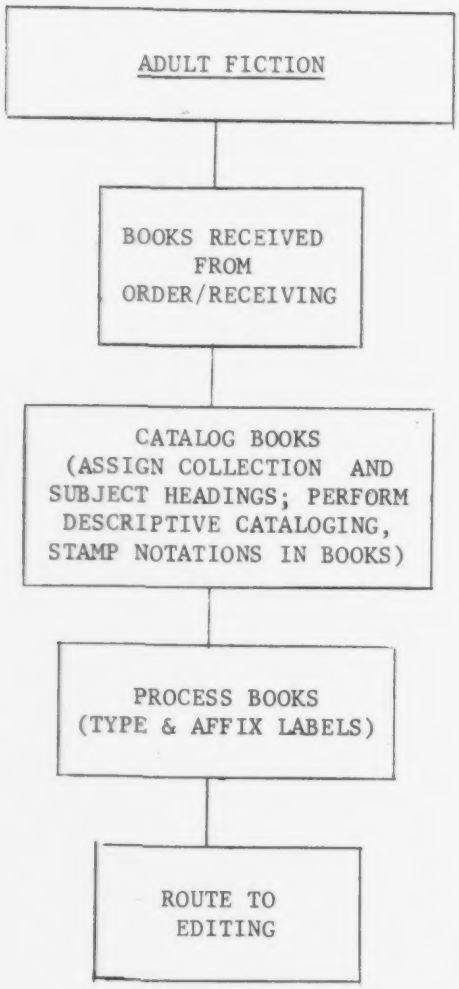
Books in this collection are Newbery or Caldecott annual award winners. These books are cataloged and classified as with other children's books. "NEWBERY – CALDECOTT COLLECTION" is stamped above the collection and classification notation on the page following the title page, on the inside label, and above the spine label. There are three copies of each title (one for each library) included in the collection. A label indicating the award year and title is placed on the pocket. Additional copies are located in the regular children's collection.

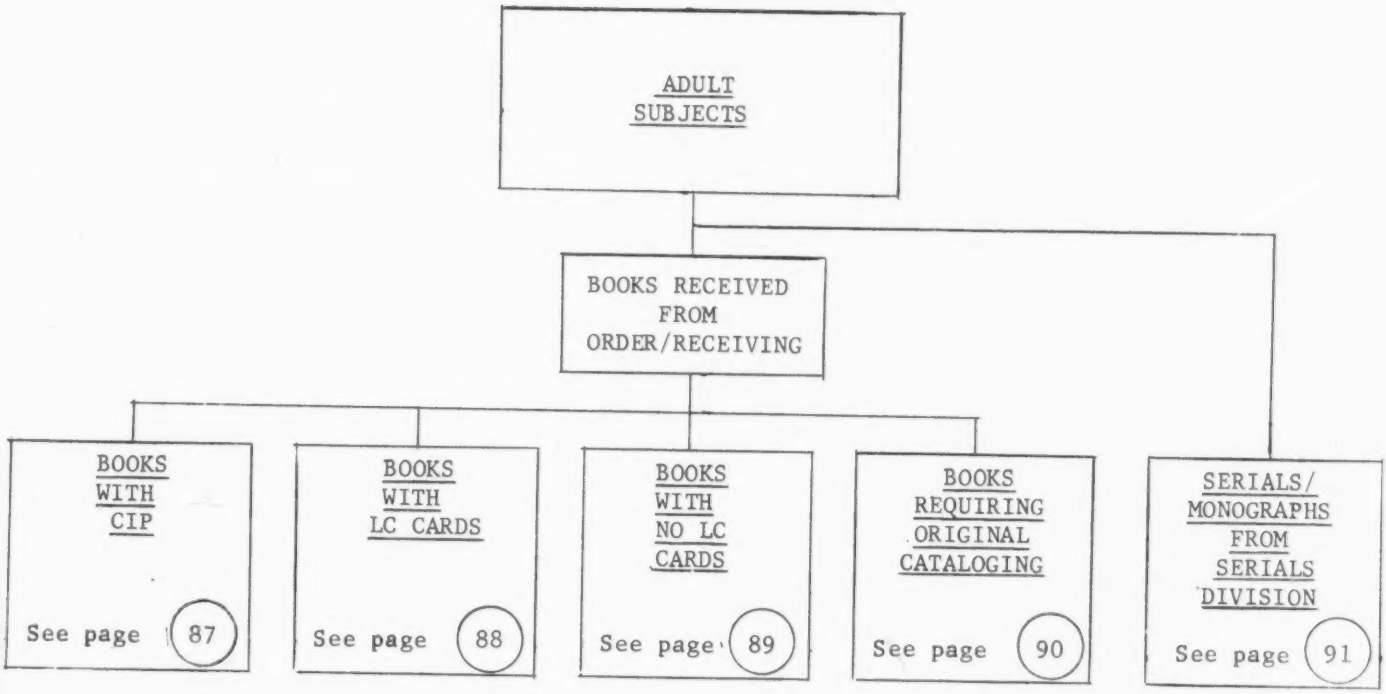
AUTOGRAPHED COLLECTION

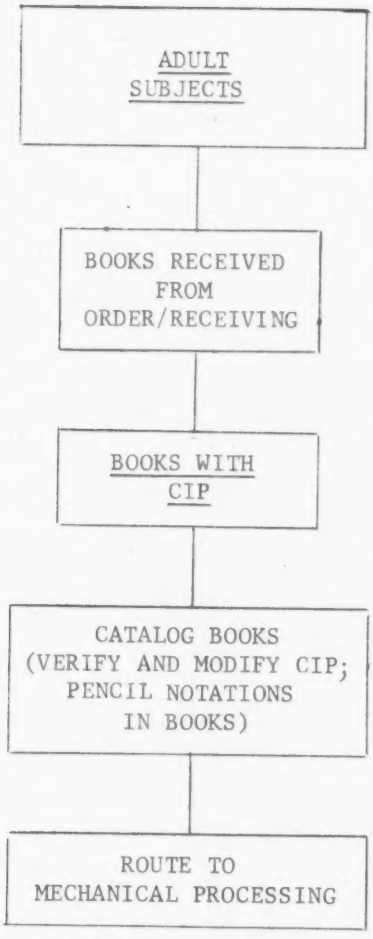
The Library maintains an autographed collection of children's books. These books form a closed shelf collection and are not processed.

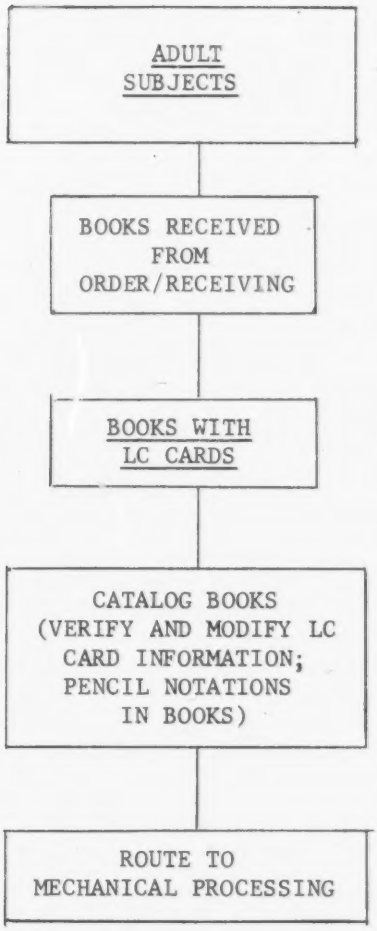
CATALOGING AND PROCESSING PROCESS CHARTS

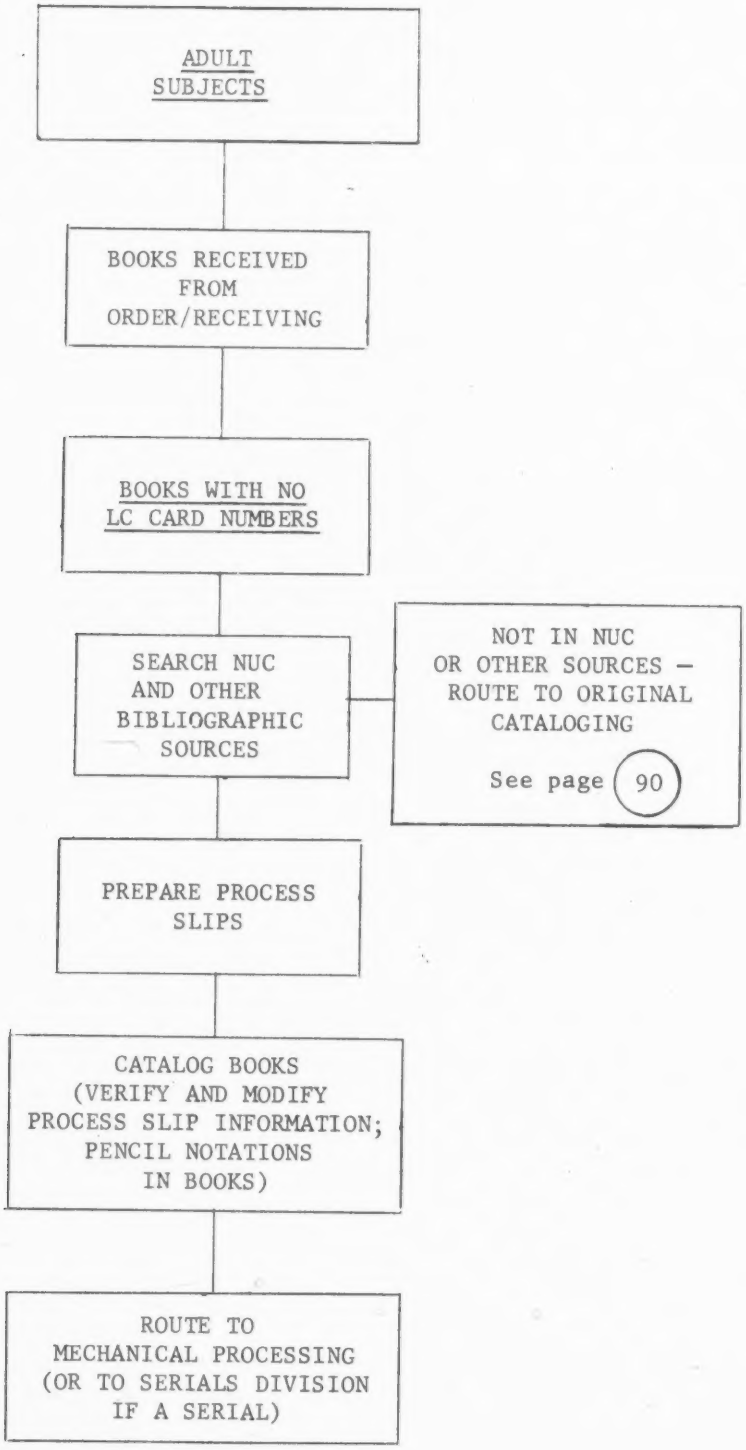

CHILDREN'S BOOKS
BOOKS RECEIVED FROM ORDER/RECEIVING
CATALOG BOOKS (PREPARE PROCESS SLIPS: ASSIGN COLLECTION, MODIFIED LC CLASSIFICATION NUMBER, AND SUBJECT HEADINGS; PERFORM DESCRIPTIVE CATALOGING, STAMP NOTATIONS IN BOOKS)
CATALOGING REVIEWED BY CHILDREN'S LIBRARIANS
ROUTE TO MECHANICAL PROCESSING

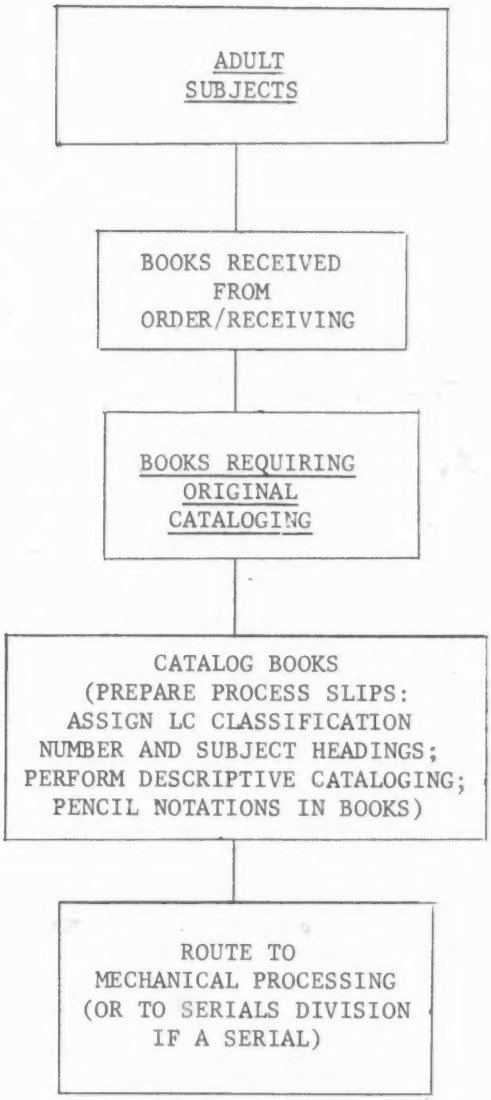

ADULT FICTION
BOOKS RECEIVED FROM ORDER/RECEIVING
CATALOG BOOKS (ASSIGN COLLECTION AND SUBJECT HEADINGS; PERFORM DESCRIPTIVE CATALOGING, STAMP NOTATIONS IN BOOKS)
PROCESS BOOKS (TYPE & AFFIX LABELS)
ROUTE TO EDITING

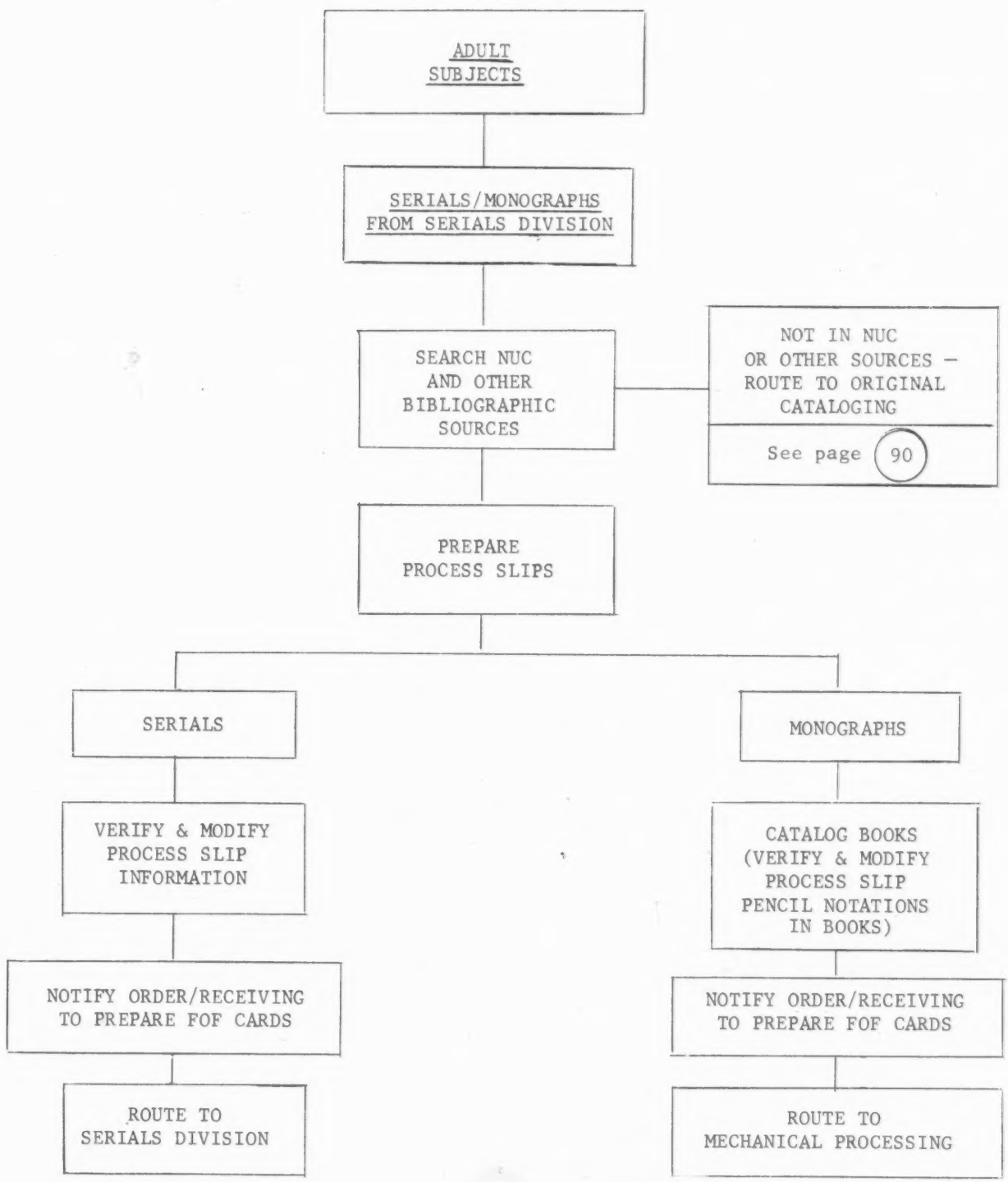

ADULT SUBJECTS
BOOKS RECEIVED FROM ORDER/RECEIVING
BOOKS WITH CIP
See page 87
BOOKS WITH LC CARDS
See page 88
BOOKS WITH NO LC CARDS
See page 89
BOOKS REQUIRING ORIGINAL CATALOGING
See page 90
SERIALS/ MONOGRAPHS FROM SERIALS DIVISION
See page 91


ADULT
SUBJECTS
BOOKS RECEIVED
FROM
ORDER/RECEIVING
BOOKS WITH
CIP
CATALOG BOOKS
(VERIFY AND MODIFY CIP;
PENCIL NOTATIONS
IN BOOKS)
ROUTE TO
MECHANICAL PROCESSING


ADULT SUBJECTS
BOOKS RECEIVED FROM ORDER/RECEIVING
BOOKS WITH LC CARDS
CATALOG BOOKS (VERIFY AND MODIFY LC CARD INFORMATION; PENCIL NOTATIONS IN BOOKS)
ROUTE TO MECHANICAL PROCESSING


ADULT SUBJECTS
BOOKS RECEIVED FROM ORDER/RECEIVING
BOOKS WITH NO LC CARD NUMBERS
SEARCH NUC AND OTHER BIBLIOGRAPHIC SOURCES
NOT IN NUC OR OTHER SOURCES – ROUTE TO ORIGINAL CATALOGING
See page 90
PREPARE PROCESS SLIPS
CATALOG BOOKS (VERIFY AND MODIFY PROCESS SLIP INFORMATION; PENCIL NOTATIONS IN BOOKS)
ROUTE TO MECHANICAL PROCESSING (OR TO SERIALS DIVISION IF A SERIAL)


ADULT
SUBJECTS
BOOKS RECEIVED
FROM
ORDER/RECEIVING
BOOKS REQUIRING
ORIGINAL
CATALOGING
CATALOG BOOKS
(PREPARE PROCESS SLIPS:
ASSIGN LC CLASSIFICATION
NUMBER AND SUBJECT HEADINGS;
PERFORM DESCRIPTIVE CATALOGING;
PENCIL NOTATIONS IN BOOKS)
ROUTE TO
MECHANICAL PROCESSING
(OR TO SERIALS DIVISION
IF A SERIAL)


ADULT SUBJECTS
SERIALS/MONOGRAPHS FROM SERIALS DIVISION
SEARCH NUC AND OTHER BIBLIOGRAPHIC SOURCES
NOT IN NUC OR OTHER SOURCES – ROUTE TO ORIGINAL CATALOGING
See page 90
PREPARE PROCESS SLIPS
SERIALS
MONOGRAPHS
VERIFY & MODIFY PROCESS SLIP INFORMATION
CATALOG BOOKS (VERIFY & MODIFY PROCESS SLIP PENCIL NOTATIONS IN BOOKS)
NOTIFY ORDER/RECEIVING TO PREPARE FOF CARDS
NOTIFY ORDER/RECEIVING TO PREPARE FOF CARDS
ROUTE TO SERIALS DIVISION
ROUTE TO MECHANICAL PROCESSING

12

MECHANICAL PROCESSING

CONTENTS OF THIS SECTION:

Definition

Labels

Label stations

Editing books

Catalog card routing

Pasting

Routing

Book covering

Volunteer assistance

Mechanical processing process chart

DEFINITION

Mechanical processing refers to the final steps in book processing — after cataloging, classifying, card preparation — which are performed by a clerk typist or library aide. This includes, generally, typing and affixing labels, pasting pockets, and putting on plastic covers. (Plastic book covering, for the most part, is performed by circulation staff and volunteers in the main library and branches.) Books are "edited" — that is, cards and labels are compared for correctness. This function is performed after labeling and before pasting pockets.

To insure a smooth flow of materials, these operations are also performed at stations which are arranged in assembly line fashion. Books are usually received from catalog clerks and proceed down the line in this order: (1) typing and affixing inside labels, (2) typing and affixing spine labels (bulletin type typewriter used for subject materials), (3) editing cards and labels, (4) pasting pockets, (5) plastic jacket covering (usually performed in other divisions), and (6) preparing books for routing.

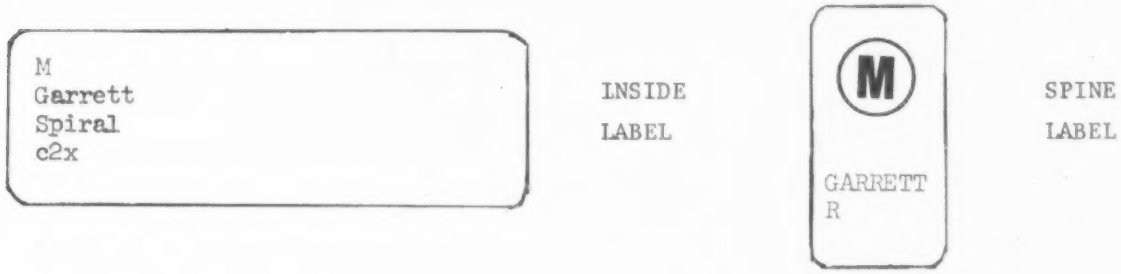
LABELS

Inside labels (describing the book, collection, etc.), affixed to the upper right front end paper, are required for photocharging. Spine labels are used as locators for books on the shelf. Labels used are adhesive backed, precut and mounted on sheets. Labels for children's books have a red bar at the top. The top of all spine labels is applied two inches from the bottom of the spine.

LABEL STATIONS

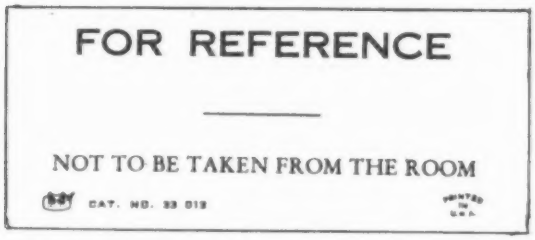
Typing instructions. Books with card sets for all books are received at label stations. Inside and spine labels are typed from the information noted on the cards.

Adult fiction. Special spine labels with (M), (W), and (SF) are used for mysteries, westerns, and science fiction. "Romance Collection" is stamped on the top of the spine label.



Adult subjects. NOTE: The Library does not type the decimal point in the Cutter number line of the LC number. Special collections (Reference, Oversize, etc.) are indicated by stamping on the top of the spine label.

Special collections. Examples include reference, oversize, young adult (orange dot on spine), large print, foreign language, library service, noncirculating, sets, depository nontransferable (blue dot on spine), and nineteenth century.



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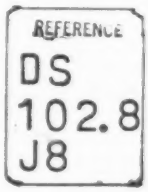

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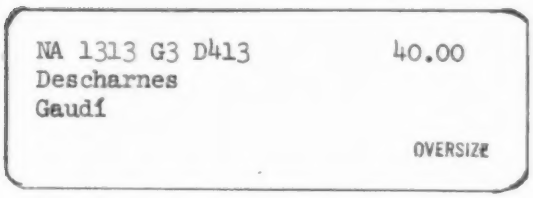

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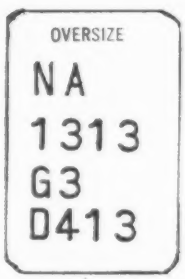

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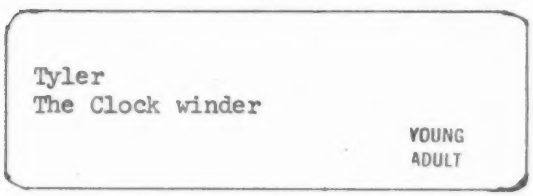

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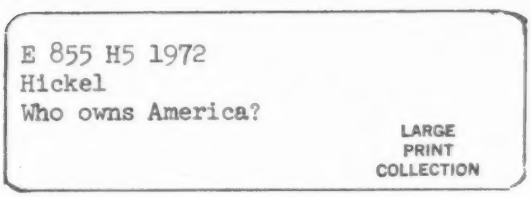
SPINE LABEL



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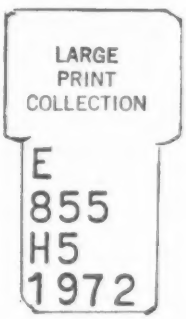

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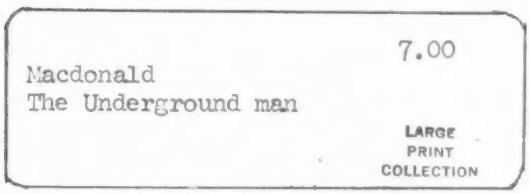

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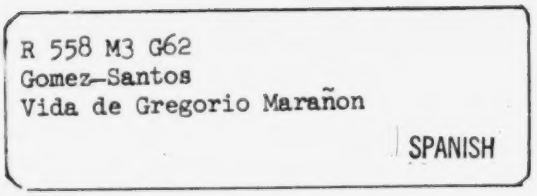
SPINE LABEL



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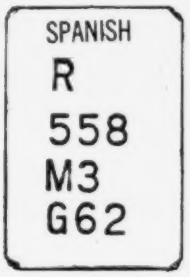

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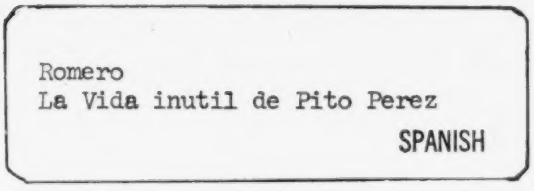

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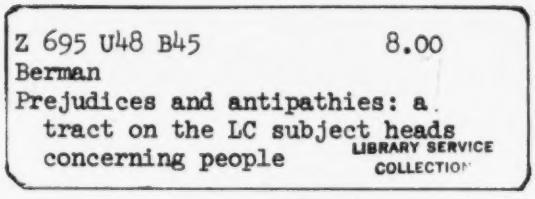
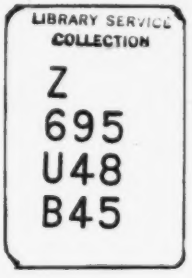
SPINE LABEL


Z 695 U48 B45 8.00
Berman
Prejudices and antipathies: a tract on the LC subject heads concerning people
LIBRARY SERVICE COLLECTION

INSIDE LABEL



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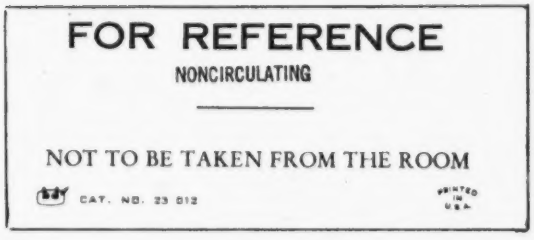

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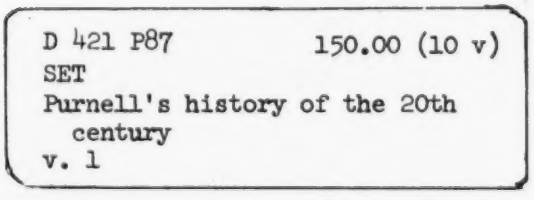

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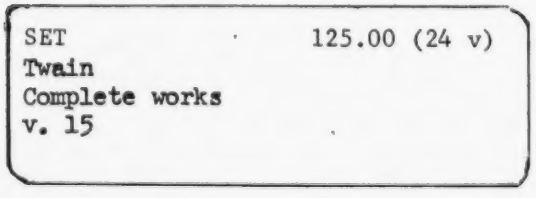

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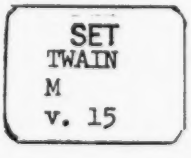

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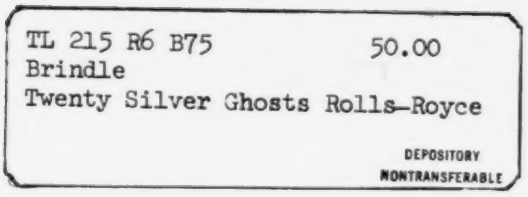
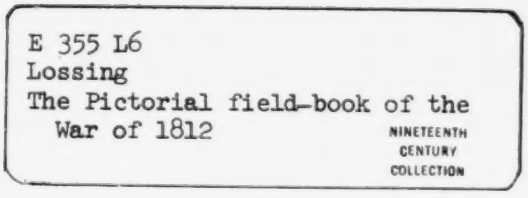


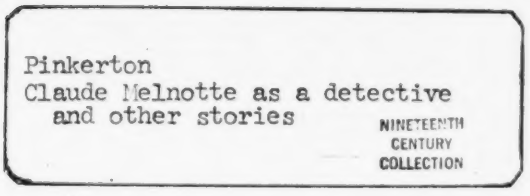
INSIDE LABEL

SPINE LABEL



INSIDE LABEL

SPINE LABEL



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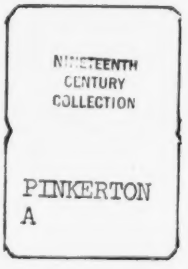
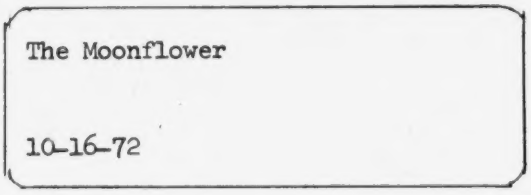
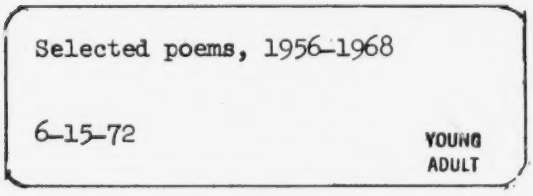
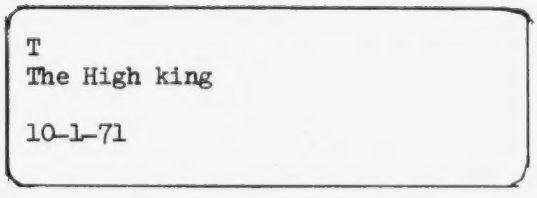


SPINE LABEL

Paperbacks. Mass media paperbacks require only an inside label. Information on the label includes title, location, and date. Dates are used in lieu of copy numbers with multiple copies; a different date is used on each copy. Examples include adult, young adult, and juvenile.







Children's fiction. The author's last name and initial of first name are typed on the spine label. The author's last name is typed on the inside label.

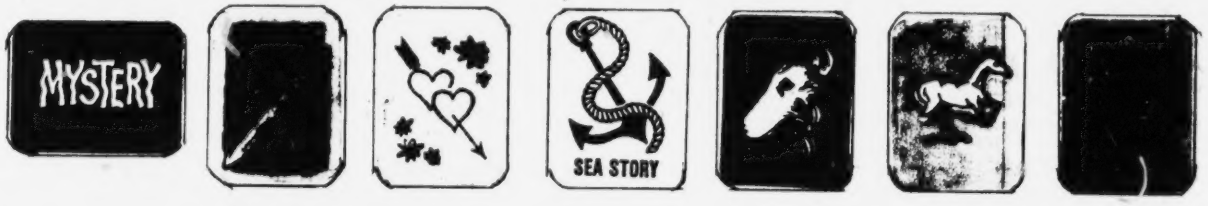
Dahl
James and the giant peach
c9x2
JUV

INSIDE LABEL

DAHL
R

SPINE LABEL

Green dots for "teen" books are affixed directly below the spine label. Labels from library suppliers showing symbols for mysteries, science fiction, romance, sea stories, dog stories, horse stories, sports, etc., are affixed above the spine label.



Children's subjects. The first three letters of the author's name, or main entry, is typed under the classification.

EH Jac
Jackson
The Black man in America, 1619-1790
c2xl
JUV

INSIDE LABEL

EH
Jac

SPINE LABEL

With biographies or autobiographies, the last name of the biographee is typed in full on the spine label.

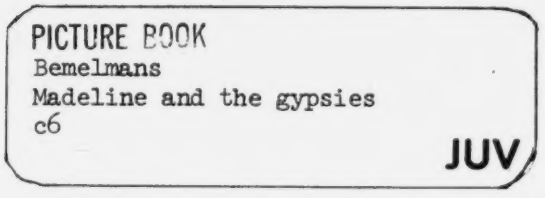
CV Fre
McGlashan
Sigmund Freud
JUV

INSIDE LABEL

CV
FREUD
S

SPINE LABEL

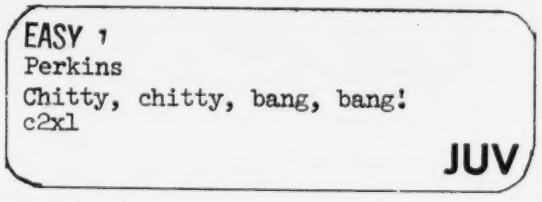
Children's picture books. "Picture book" is stamped at the top of the spine label. The first letter of the author's last name is used on the spine label.



INSIDE LABEL

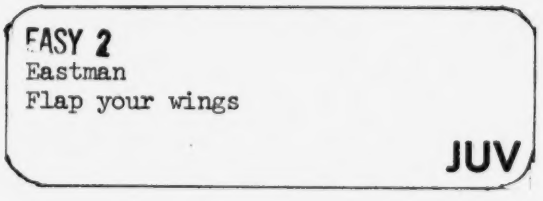
SPINE LABEL

Children's easy books. Graded readers are divided into three groups — Easy 1, Easy 2, and Easy 3. "Easy" is stamped at the top of the spine label. The first letter of the author's last name is used on the spine label.

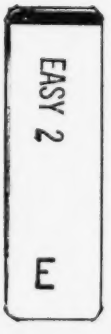


INSIDE LABEL

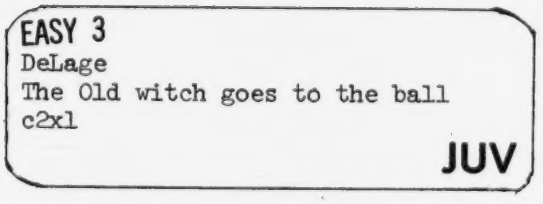
SPINE LABEL



INSIDE LABEL



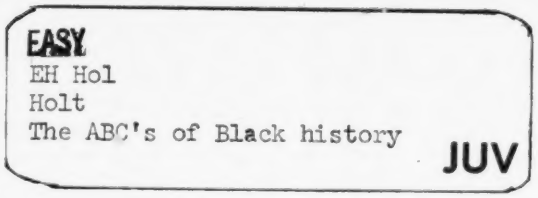
SPINE LABEL



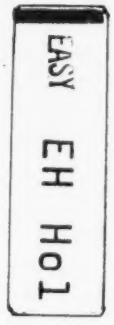
INSIDE LABEL

SPINE LABEL

Children's easy subjects. Spine labels include "Easy" stamped, the classification, and the first three letters of the author's last name.

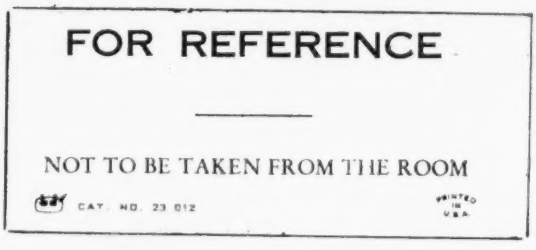


INSIDE LABEL



SPINE LABEL

Children's reference books. A printed label indicating reference use only is used in lieu of an inside label.



SPINE LABEL

EDITING BOOKS

The term, "editing," refers to that operation on the processing line by which books and cards are compared for accuracy. This is the next to the last operation before pockets are pasted. The main shelf list is used to verify card sets, imprint and title pages, and labels. Date stamping is verified. Statistics are recorded. Books or cards requiring correction are returned to the appropriate line station.

CATALOG CARD ROUTING

Catalog cards for main library books are paper clipped in sets and routed to a Technical Processes librarian for filing. Catalog card sets for branch library books are paper clipped to the title page and routed with the book. Process slips are routed to the Order-receiving Section for annotating records with LC classification numbers.

PASTING

Book pockets are pasted with an electric pasting machine by an aide. The aide performing this function also cleans and maintains the machine. In general, a large number of books or other materials (such as phonograph records or pictures) is accumulated before this operation is performed.

ROUTING

After final mechanical processing, main library books are placed on book trucks and routed to the circulation desk. Branch library books are boxed for delivery to branch libraries. Other books such as depository, extramural, etc., are also boxed and routed to their appropriate destination.

BOOK COVERING

Books with dust jackets are covered with clear plastic book covers (available in various sizes) which are attached with tape by Circulation Division staff or volunteers. Plastic book covers are also available with attached paper sheets in colorful designs which are used for books without dust jackets. (A spine label indicating author and title is required.)

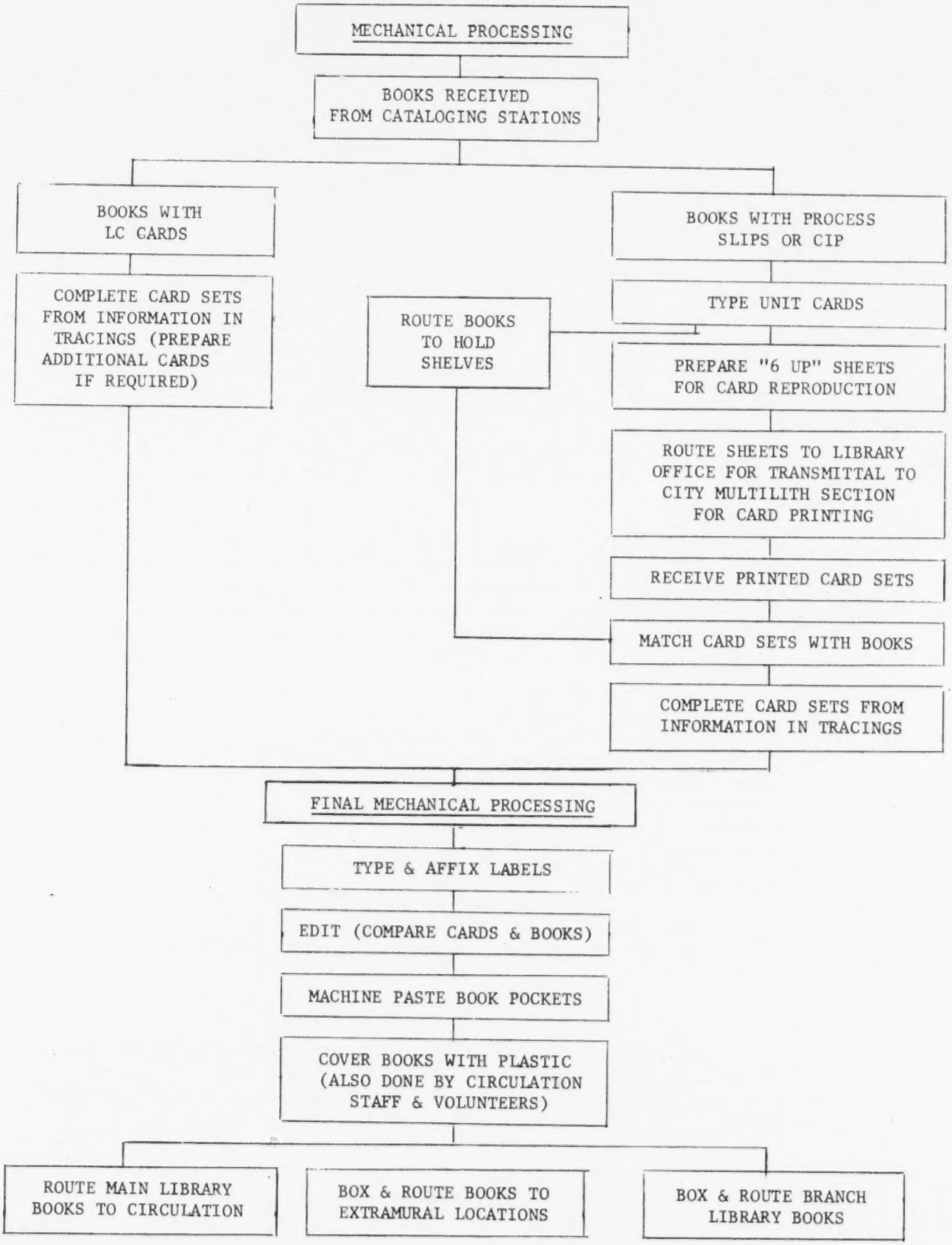
Dust jackets may also be laminated. This machine lamination is performed by mechanical processing aides.

On mass media paperbacks, two types of plastic covers are used. The first type consists of pre-cut clear plastic sheets with pressure sensitive adhesive on the middle and ends. The other type is clear plastic contact paper in rolls which is cut to appropriate sizes by staff or volunteers.

VOLUNTEER ASSISTANCE

In addition to the stations described on the line, there are also stations established for volunteer assistants. Operations performed by volunteers include jacketing of books with paper inserts and plastic covers, mending, card sorting, and general staff assistance. (As previously noted, volunteers may jacket new books with plastic covers at their library location.)

MECHANICAL PROCESSING PROCESS CHART


MECHANICAL PROCESSING
BOOKS RECEIVED FROM CATALOGING STATIONS
BOOKS WITH LC CARDS
BOOKS WITH PROCESS SLIPS OR CIP
COMPLETE CARD SETS FROM INFORMATION IN TRACINGS (PREPARE ADDITIONAL CARDS IF REQUIRED)
ROUTE BOOKS TO HOLD SHELVES
TYPE UNIT CARDS
PREPARE "6 UP" SHEETS FOR CARD REPRODUCTION
ROUTE SHEETS TO LIBRARY OFFICE FOR TRANSMITTAL TO CITY MULTILITH SECTION FOR CARD PRINTING
RECEIVE PRINTED CARD SETS
MATCH CARD SETS WITH BOOKS
COMPLETE CARD SETS FROM INFORMATION IN TRACINGS
FINAL MECHANICAL PROCESSING
TYPE & AFFIX LABELS
EDIT (COMPARE CARDS & BOOKS)
MACHINE PASTE BOOK POCKETS
COVER BOOKS WITH PLASTIC (ALSO DONE BY CIRCULATION STAFF & VOLUNTEERS)
ROUTE MAIN LIBRARY BOOKS TO CIRCULATION
BOX & ROUTE BOOKS TO EXTRAMURAL LOCATIONS
BOX & ROUTE BRANCH LIBRARY BOOKS

13

BINDING

CONTENTS OF THIS SECTION:

Rebinding

Selection
Procedure

Original binding

Mending

REBINDING

SELECTION

Books in poor condition may be selected for rebinding. It is important to appraise materials promptly before they deteriorate from heavy use, as they may pass the point of rebinding and consequently have to be discarded. It should be noted that a rebound book is, in almost every case, superior to the publisher's original trade binding. Binders now use colorful and well designed patterns in contrast to the older dull buckram bindings.

Books requiring rebinding are carefully appraised. These questions may be asked: Is it worth rebinding or can it be rebound? Has the paper oxidized? Is there too little gutter margin? Is the book still useful or is it out of date? Is there a new edition? Can it be replaced by a new book with better printing and format? Are there other copies in the Library that do not circulate frequently? Is there an uncataloged duplicate that can be used for replacement? Is it out of print and difficult to locate a replacement? Is the book marked, defaced, or are illustrations removed? Has it already been rebound or repaired or have a "library binding?" Could it be mended superficially (that is, if its use would not later call for rebinding)?

It should be noted that scarce and out of print books, with good paper but deteriorating binding, are occasionally purchased from used book dealers with the intent to rebind.

PROCEDURE

Routing. Books requiring binding or mending are routed to the main library and sorted on bindery processing shelves in Technical Processes. The majority of books originate from Circulation personnel who are instructed to be aware of books in poor condition.

Initial procedure. Books are first reviewed by a Technical Processes librarian. Books may often be withdrawn rather than rebound. In some cases, an uncataloged duplicate copy or a cataloged duplicate copy in storage may be available for replacement.

Marking. Pencil notations in the book are needed to indicate to the binder the information that is required on the spine. On the title page the first letter of the words in the title are underlined. (A short title only is required in almost every case.) The first letter of the author's last name is also file marked with an L shaped symbol.

Collections and authors for fiction or call numbers for subjects that will appear at the base of the spine are indicated in pencil on the page following the title page. For fiction, collections may include westerns, mysteries, etc. (Mysteries, westerns, and science fiction notations are circled, as the binder has the die for these.) These symbols, if applicable, appear on the first line. The author's last name is noted on the second line (in capitals) and his initial or initials on the third line, as it will appear on the spine. A line is drawn below, which indicates to the binder that these are the correct markings and that nothing else is required.

With adult fiction, these marks are noted on the left of the original stamped markings, (which include information such as copy number that is not required on the spine).

Examples are shown:

BUCK	(M) GARDNER	(SF) HEINLEIN
P	E S	R

For adult subjects a line is drawn under the call number which is noted.

PS	DS	REFERENCE	OVERSIZE
3515	355	CT	NC
E37	S62	103	890
A6	cop 2	W4	W3
	ex 1		cop 3
			ex 2

The spine label for children's books is designated by a red line at the top of a white label. For binding, it is necessary to imprint a bar at the top of the spine label (in lieu of the red line on the white label). Examples of the pencil notations are indicated below:

BURNETT	PR	CV	PICTURE	EASY 3	EASY
F	2	Lincoln	BOOK	W	HE
cop 3	Smi	A	K	cop 2	2
ex 2	cop 5		cop 3	ex 1	Gre
	ex 1		ex 2		

Inside labels. Inside labels are made for all books going to the bindery. These labels (showing generally, collection, copy number, call number, author, title, etc.) will be affixed to the upper right corner of the inside end paper after the books are returned from the bindery. These pressure sensitive labels are typed on the sheet to which they are affixed (in author or call number order) and serve as a record of books sent to the bindery. With this method no time consuming "card clipping" or retrieving clips are required.

Shipping. Books and labels are counted and a bindery shipment form, in duplicate, prepared. One copy accompanies the shipment to the bindery and the other is retained. The bindery will pick up shipments when notified.

Receiving. Books returned from the bindery are compared with the invoice and the bindery shipment form. The Order-receiving Clerk processes the invoice for payment.

Inside book labels are compared with the spine marking to determine any possible error. The inside labels are affixed and the date stamped in the upper left corner of the inside back cover. Books are then routed to the mechanical processing line for editing and pocketing.

ORIGINAL BINDING

Every year more and more books are published with paper covers. "Quality paperbacks" describe the great majority of these books that are added to the Library's collection. The bindery clerk will receive these from catalogers who have already indicated the collection and call number (as with books already in the collection slated for rebinding). In the case of new paperback titles, a card set must first be typed. The card set as well as the inside label serves as an "out to bindery" record. The same general procedure as with rebinds is then followed. It is, however, necessary to determine or suggest to the binder the type of binding desired. This includes (1) regular library binding (if the book is fairly thick and has sufficient gutter margin), (2) "scholarly" binding, (if the book is thin and has little gutter margin), or (3) pamphlet binding — one fourth binding or cardboard cover — (if the book has few pages).

The Serial Publications and Documents Division also sends materials to the bindery. Serials (except for magazines) are processed in the same general manner as with books. Individual issues of magazines are also assembled and sent to the bindery periodically. A separate bindery account for Serials is maintained.

MENDING

It is no longer economical to mend books as in the past. The cost of an attractive rebinding must be equated with the salaries of book menders, the cost of materials, and the often unattractive result. It is important to note that any mending on a book that will later be rebound is wasted as well as making the binder's job more difficult. In sum, books requiring extensive mending generally are either rebound or withdrawn.

Books selected require only the most superficial mending, in contrast to the work of the experienced book mender which includes recasing and sewing and requires specialized equipment.

Book mending is done on a project basis. Some of the Technical Processes staff is scheduled periodically for a few hours once a week to mend books in "quilting bee" fashion. Volunteer assistance is also used.

14

INVENTORY PROCEDURES

GENERAL

The procedures described in this section refer to the inventory of books. The general principles, however, can also apply to other library materials, such as sound recordings.

The basic inventory procedure is to compare the book on the shelf with the Library's record of it — the shelf list. This section does not cover problem areas that would normally be handled by a Technical Processes specialist. The problem is identified, however, and the book and card records referred to the appropriate staff member for correction.

BASIS FOR INVENTORY

The principal reason for inventorying books is to establish losses. The Library is often aware of lost books if they are in demand. They have been reserved by a library user, not located, and a search made. As inventories are expensive because of staff time involved, as well as difficult because of the transaction card system, they are conducted infrequently. In order that the public catalog reflect the true holdings of the Library, however, it is desirable to inventory materials at least every five years. Factors concerning the need for inventories are (1) the lack of control (entrances and exits) exercised by the Library, (2) opportunities provided when moving a library collection into a new building or remodeling, and (3) obvious losses that are greater in some areas such as technical books. An important result of inventorying is the correction of errors in both books and card records.

The procedures described apply to an inventory of any size — from children's fiction in a branch library to the entire main library adult subject collection. Inventories are generally completed in block sections, such as adult mysteries or Library of Congress classes E and F.

PERSONNEL

Inventories will be directed and conducted by Technical Processes personnel. Assistance from Circulation personnel is frequently called for — especially because inventories are usually conducted when the Library is closed to the public.

PROCEDURE

Each title will be compared with the shelf list. Each book will be inspected for correct call number, copy number, location assigned (main or branches), spine label, inside label, and catalog notation on the page following the title page. If any discrepancy exists, the shelf list will be placed in the book pocket and the book routed to Technical Processes.

This procedure is accomplished by two people working from a group of shelf list cards. One person (sometimes at a movable typing stand or flat bed book truck) will read the shelf list to the other person who locates and inspects the title and copies called out. Several teams may be assigned to one inventory project.

Missing books. To indicate a missing book, a blue card will be placed in front of the shelf list card for that book. If multiple copies are noted on the shelf list for a particular book and one or all of these copies is missing, the blue card will be marked to indicate the copy numbers of the missing books. For main library depository books, a pink card is used instead of a blue card. A separate inventory of depository books will be made prior to the open shelf inventory.

Books without shelf list records. Books on the shelf for which shelf list cards cannot be located will be sent to Technical Processes. A note in the pocket will indicate "no shelf list."

Books in circulation. Books returned from circulation in block categories being inventoried will be routed to Technical Processes daily for three weeks. This period begins with the day of the inventory. As books are located, the corresponding book copy numbers can be crossed out until the blue card is cleared.

When all possible locations of missing books have been searched, a list of the remaining books will be made. This list will show the missing books in shelf list order and indicate call number or fiction collection, author, title, volume number (if applicable), and copy number.

It is important that this list be compared with the overdues records of the Circulation Control Division. If the Circulation Control Clerk has any record of overdue books within the block being inventoried, the blue card can be removed. (Even though the Library may never be able to retrieve the overdue book, it will still be reported lost as a standard overdues procedure.)

Books on the list will be searched for bi-weekly for two months by the Circulation staff. This search will include public shelves and Circulation Control records. If books are not located at the end of this period, the list will be sent to Technical Processes for withdrawal. Librarians affected are invited to appraise the withdrawal list for possible replacement.

Special instructions. Personnel making inventories will at no time mark books or shelf lists. No changes in this procedure will be made except by approval by the Head — Technical Processes Division.

Branch libraries. Branch library inventories are conducted by Technical Processes staff. The same general inventory procedure is followed, using branch library shelf lists. As previously indicated, books on the shelf for which branch shelf list cards cannot be located will be sent to Technical Processes. It will also be necessary to assemble branch public catalog cards, if available, and route with the book. Branch personnel will compare books returned from circulation and remove blue cards, and compile the final list of missing books.

15

PROJECTS, PLANS, AND STATISTICS

CONTENTS OF THIS SECTION:

Library of Congress classification

Fiction collection

Subject headings for fiction

Adaptation of Library of Congress classification for children's books

Young adult collection

Large print book collection

Foreign language collection

Subject heading guides

Union card catalog

Cataloging of multi-media materials

Micrographic catalog retrieval system for Library of Congress card information

Computer applications for library functions

Volunteer assistance

New main building

Statistics

LIBRARY OF CONGRESS CLASSIFICATION

On January 1, 1966 the Inglewood Public Library began using the Library of Congress classification system for adult subject materials (and also for phonograph records and tapes). In addition to new materials received, the Library reclassified all copies of a title when added copies were received. Reclassification in selected areas began in January 1967 and intensive reclassification began in August 1967. The project was completed in January 1971. As a result of the classification change, an inventory of adult subject materials added from 1962 to 1966 was made possible.

FICTION COLLECTION

Beginning in April 1970, an inventory and reevaluation of the library's fiction collection was started. As a prerequisite, a survey of the collection has resulted in a list of fiction titles that warrent inclusion in the collection. Books in print were purchased from jobbers, and want lists for out-of-print fiction were sent to book dealers. The project was initiated principally to transfer branch library titles into the extension collection where applicable. As with adult subject materials, a fiction inventory was made possible. As of September 1972 the project was completed through "R" that is, fiction written by authors with last names beginning with "A" through "R."

SUBJECT HEADINGS FOR FICTION

The usefulness of fiction can be increased with subject headings. Pertinent categories are biography, history, description and travel, sociology, and occupations. Headings have generally been assigned to fiction wherever applicable. However, it is planned to systematically review all fiction and assign headings that have not previously been added, as well as to revise older headings to conform to Library of Congress practice. This project will be considered after the fiction inventory and when additional professional assistance is available.

ADAPTATION OF LIBRARY OF CONGRESS CLASSIFICATION FOR CHILDREN'S BOOKS

It became increasingly evident that in our Library the Dewey Decimal classifiction was not satisfactory as a classification for today's children's books. We began to see the difficulties of having two classification systems in one library system. The change over from Dewey to LC had proved so successful for adult subject materials in Inglewood — in branch libraries as well as the main library — that it seemed only logical to devise a similar system for children's materials. Beginning in 1968, schedules based on LC that would fit in with the contents of today's children's books, were developed.

"In developing our adaptation of LC for children's books, we thought in these terms: (1) a classification system adapted from the standard LC would prepare children to use adult materials by means of a gradual transition; (2) we could plan a system that would more closely reflect the subject matter of children's books; (3) the LC adaptation would be easier for children to understand and use than the expanded Dewey Decimal classification; (4) the classification system could be easily expanded as required; and (5) a mandatory reevaluation of

children's subject materials would result. This last concept is especially challenging -- we will be analyzing children's books in a different context and relationship. Subjects, in some cases, will be grouped with subjects other than those with which they were related in the Dewey Decimal classification.

"We considered these requirements: (1) retaining as close a relationship as practicably possible to the original LC classification system; (2) developing a uniform system using a one or two letter classification and reducing numbers to a minimum; (3) using the first three letters of the author's last name (main entry) in place of an author number; and (4) devising a clear-cut classification and reducing the possibility of "choice" between various classes and subclasses."[1]

In January 1971 we printed our Library of Congress Classification Adapted for Children's Books. This was a pilot study and was done before any children's books were reclassified. In January 1972, after we had reclassified our children's collection to the new LC (shelf list cards only -- no books were changed), we printed a revised edition incorporating the changes from what was learned by actually inspecting each subject title in our collection.

A total of 359 subclasses were developed. This includes 217 one-letter or two-letter subclasses (60 percent of the total), 56 one-number subclasses, and 86 two-letter subclasses (of which 68 were used for states and Canadian provinces).

Our publication on the classification system is supplemented by a comprehensive alphabetical list of index headings. Index headings are also arranged by classification so as to illustrate subject groupings of each subclass. There is also a section on suggestions and recommendations for spine labels and special collections.

Also in January 1972 we began the reclassification project and as of September 1972 we have reclassified books from Dewey 000 through 970. We have also prepared information leaflets on how the system works and the classification itself.

Children's librarians are enthusiastic and report the new classification is working well. Orientation talks to grade school students concerning the classification are on a continuous basis.

YOUNG ADULT COLLECTION

As noted in the section on book collections, the young adult collection consists of adult books that would be of interest to young adults with adult reading interests. The collection is being reevaluated by a young adult librarian. All subject materials will be withdrawn from the young adult collection. The Technical Processes staff will transfer these materials. The collection will then consist of fiction and uncataloged paperbacks.

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[1] Inglewood (Ca.) Public Library. Library of Congress Classification Adapted for Children's Books. Second edition. City of Inglewood. 100 p.

LARGE PRINT BOOKS

The Library maintains an extensive collection of large print books (890 titles as of September 1972) which are selected by the Social Services Librarian. The collection is arranged by author, has shelf list cards, but no public records. As indicated in the section on book collections, the collection is increasing to such an extent that the author arrangement is no longer practical. Recataloging the collection began in June 1972. Subject materials are classified LC and public catalog cards are being prepared for all titles — subjects and fiction.

FOREIGN LANGUAGE COLLECTION

The Library maintains a foreign language collection (1,500 titles as of September 1972). The largest portion is Spanish followed by French and German. The collection is arranged (as noted in the section on book collections) by language and secondarily by author. A shelf list is maintained but no public records. Because of the increasing of the collection (especially in Spanish), beginning in June 1972 new subject books are fully cataloged and classified LC. Public catalog cards are also being prepared. After the new acquisitions are cataloged, the collection will be reclassified.

SUBJECT HEADING GUIDES

The Library has long considered the use of subject heading guides in the subject catalog in place of subject headings typed on catalog cards. Subject headings sometimes change because of new terminology. This method provides flexibility — the guide only is changed and not the cards. With a total revision planned by the Library of Congress for its Subject Headings Used in the Dictionary Catalogs of the Library of Congress (9th edition), this would enable the Library to save valuable time and effort. (Subject heading guides are being used by a junior college library for which the Inglewood Public Library processed books and catalog cards.)

UNION CARD CATALOG

With a growing trend toward more inclusion of audio-visual (multi-media) material within the library system, the concept of a union card catalog is being considered. This concept becomes more relevant considering the physical and logistical layout of the new main library which consists of three public levels.

The Library presently has three main public card catalogs: (1) adult books, (2) records, tapes, and cassettes, and (3) children's books. The main adult card catalog also includes information file directive cards. The children's card catalog also includes cards pertaining to children's records and canvas-backed art reproductions.

The union catalog being considered would be composed of catalog cards pertaining to books, records, tapes, cassettes, films (16mm, 8mm, and Super 8), art slides, filmstrips, framed art reproductions, and perhaps directive and informational cards for the picture file, art reproductions, and poster file.

CATALOGING OF MULTI-MEDIA MATERIALS

With an increasing use of multi-media materials, the Library has continued to keep pace with demand by acquiring new materials in all media. The Library now catalogs and classifies (by Library of Congress classification) records, tapes, and cassettes. As previously indicated, the Library is considering expanding the public card catalog into a union card catalog and descriptively cataloging more multi-media materials (classifying with LC (if practicable). This would be accomplished by following the Anglo-American Cataloging Rules, as well as utilizing other pertinent sources (e.g., Non-book Materials by Jean Riddle, Shirley Davis and Janet MacDonald; Developing Multi-Media Libraries by Warren B. Hicks and Alan M. Tillin). This arrangement will allow the user faster access to bibliographic information, almost a necessity as the new main library has three public levels.

NEW CATALOGING SOURCES

The Library is presently considering new commercial systems designed toward faster processing of books. Two systems are being considered: the Micrographic Catalog Retrieval System (MCRS) from Information Dynamics Corporation and CARDSET, from Information Design, Inc. Both systems contain LC data. The MCRS is on microfilm.

The Library will use its 3M "400" reader-printer to make a "hard" copy and send to the City multilith section for actual card reproduction on photo-offset presses.

To be recommended in the library budget for the next fiscal year is the rental of a Xerox copier to give the library in-house card reproduction capability.

COMPUTER APPLICATIONS FOR LIBRARY FUNCTIONS

The City Finance Department has a data processing division with computer equipment. Present equipment consists of IBM computer 360-25 with storage disks, tapes, and printer. This is used basically for budget, payroll, water bills, and City planning and police, and other statistics. New replacement equipment to be delivered in 1973 will be IBM computer 370-135 with on-line terminal capabilities as well as batch processing. The Library is included in the overall comprehensive City study of computer applications. Consideration is being given to the computerization of a circulation system, acquisitions, and cataloging as well as the production of book catalogs. The Library is now considering a program for eventual production of book catalogs. The first consideration is a catalog of children's books or adult fiction (as fiction will be on a separate level from subject materials).

VOLUNTEER ASSISTANCE

Volunteer assistance has been used in technical processing since the Library's beginning. The Library has had excellent workers of all types who volunteer for a variety of reasons. These include retired people, housewives, students, the handicapped, scouts, service groups, and many "in between jobs." Some are dexterous; others display marked aptitude and ability to perform difficult technical processing functions. Hours vary but some have worked up to 30 hours a week. Without their assistance some functions would be slowed down. Only with their efforts has the Library been able to "merchandise" its older books by adding wallpaper inserts under plastic jackets. Some were later hired as library employees as job openings developed. Volunteers, because of their knowledge and interest in the community also provide an excellent public relations source. The Library is currently conducting a comprehensive study on the use of volunteer assistance.

NEW MAIN LIBRARY BUILDING

A new main library is scheduled for opening in March 1973. It has four levels and has approximately 90,000 sq. ft. The first level has 11,664 sq. ft. which will include 5,670 sq. ft. for the Technical Processes Division. The 5,670 sq. ft. includes a shipping/receiving area of 420 sq. ft., an order and initial processing area of 1,910 sq. ft., and a cataloging/processing area of 3,340 sq. ft. There is a depository area of 4,874 sq. ft. of which 968 sq. ft. can be used by Technical Processes as a bibliographic order and reference area. The present technical processing area in the temporary main library building is 2,300 sq. ft.

STATISTICS

Current holdings. Indicated below are the Library's book collections as of June 30, 1972:

Titles	Adult	Juvenile	Total
Main library and branches	91 859	15 343	107 202
Copies			
Main library	111 965	16 097	128 062
Branch libraries	28 090	20 391	48 481
Extension collection	7 006		7 006
Total copies	147 061	36 488	183 549

Not included in the above count are the Library's extramural collections and paperbacks.

Volumes and titles added

Fiscal year	Volumes			Titles		
	Adult	Juvenile	Total	Adult	Juvenile	Total
1971-72	9 939	3 055	12 994	7 122	1 638	8 760
1970-71	11 643	1 521	13 164	7 768	750	8 418
1969-70	13 737	3 976	17 713	9 793	1 686	11 479
1968-69	11 059	3 691	14 750	7 386	1 303	8 689
1967-68	9 610	3 453	13 063	6 062	802	6 864
1966-67	8 323	1 360	9 683	*	*	4 760
1965-66	*	*	18 985	*	*	8 387
1964-65	*	*	18 293	*	*	10 644
1963-64	*	*	19 401	*	*	*
1962-63	*	*	41 000**	*	*	22 000**

Annual volume and title count

End of Fiscal year	Volumes			Titles		
	Adult	Juvenile	Total	Adult	Juvenile	Total
1972	147 061	36 488	183 549	91 859	15 343	107 202
1971	139 197	35 712	174 909	85 438	13 966	99 404
1970	130 889	34 507	165 396	78 703	13 360	92 063
1969	119 337	31 048	150 385	69 541	11 729	81 270
1968	110 550	28 209	138 759	63 164	10 501	73 665
1967	102 148	26 062	128 210	57 468	9 803	67 271
1966	95 243	25 225	120 468	53 131	9 380	62 511
1965	83 129	21 629	108 104	46 145	7 979	54 124
1964	66 153	20 321	86 465	36 443	7 037	43 480
1963	*	*	65 558	*	*	*

* No data available
** Estimated

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A GLOSSARY OF LIBRARY AND BOOK TRADE TERMS

Terms selected in this glossary apply to and include (1) the book (from a library standpoint as well as the book trade), (2) printing, (3) cataloging and classification, and (4) library terms of general value to technical processing personnel. Sources used include the ALA Glossary of Library Terms and The Bookman's Glossary. A separate list of abbreviations of selected bibliographic terms is also included.

Abstract A brief summary that gives the essential points of a book, pamphlet, or article.

Accession number A number assigned by some libraries to each book or other item in order of its receipt.

Added copy A copy, other than the first, of a book or other material. A duplicate.

Added entry A secondary entry, other than the main entry; may be subjects, titles, editors, translators, joint authors, series, etc.

All published A descriptive term for an uncompleted set.

Alternate title A subtitle usually introduced by "or."

Analytic A catalog entry for a part of a book or work.

Annuals Books published serially once a year.

Anonymous Applied to a work published without indication of the author.

Anonymous classic A literary work whose authorship is lost in history (folk epic, folk story, etc.).

Anthology A collection of selections from the writings of one or various authors, usually on one theme.

Aquatint A method of etching that produces tones as a network of white dots, through the application of powdered resin to the plate before it is eaten by acid. A print so produced.

Author The person or corporate body responsible for a book.

Author analytic A catalog entry, identifying the author of a part of a book.

Author and title analytic The author and title of a separate work which is part of a larger work such as an anthology.

Author entry The name of the author of a book or other work used as the filing name in the catalog; usually the main entry.

Author number (Book number) Letters and numbers assigned to a book to identify the author. Appears below the class number and together with it makes up the call number.

Authority file A record of names or terms used as catalog entries to keep the forms uniform. (An annotated subject heading list can be used for subjects.)

Autonym A person's real name, or a work published under it.

Back margin (Gutter margin) The innerspace between two facing pages.

Backlist The titles on a publisher's list which are older than the current season.

Bibliography (1) A list of books, periodical articles, or other works usually on one subject. (2) The study of the material form of books, with comparison of variations in issues and copies, as a means of determining the history and transmission of texts. (3) The art of describing books accurately with respect to authorship, editions, physical form, etc.

Binder's title The title on the book spine.

Biographee The subject of a biography; the person the work is about.

Biography A book or work about another person or persons.

Bleed illustration An illustration printed so that it runs to the extreme edge of the page, leaving no margin.

Book card A card describing a book or other library material, used by some libraries as a circulation record. The card remains in the book pocket and is removed and filed when the item is charged out.

Book jacket (Dust wrapper, Dust jacket, Dust cover) A paper cover, usually colorfully printed, placed around a book.

Book pocket A heavy paper pocket, similar to an envelope, pasted in a book or other library material to hold a card.

Book sizes The common book trade designation of sizes was originally based on paper measuring about 19 x 25 inches. When folded once it makes two leaves (4 pages), folio; when folded twice, it makes four leaves (8 pages), quarto; when folded to eight leaves (16 pages), octavo; when folded to 16 leaves (32 pages), sixteenmo. Present trade practice refers to the approximate height of the binding:

F	folio	Fo	15 in.
Q	quarto	4 to	12 in.
O	octavo	8 vo	9 3/4 in.
D	duodecimo	12 mo	7 3/4 in.
S	sixteenmo	16 mo	6 3/4 in.
T	twentyfourmo	24 mo	5 3/4 in.

Book stock A library's book collection.

Book support A device (usually of plastic, metal or wire) used to support a row of books.

Book truck A small vehicle on wheels (two swivel or four swivel) with two or three shelves (flat or slanted) for transporting books within a building.

Bulletin type A large (6 characters per inch) style of type used for spine labels.

Call number Letters, numbers, and symbols used to identify a book or other library material. The call number usually consists of the class number and the author number.

Card tray A drawer for holding cards in a card cabinet.

Case That part of a book which comprises the front and back covers and the spine.

Case binding A binding that has been put around a book in a pre-assembled piece.

Catalog card One of the cards composing a card catalog. The standard size is 7.5 cm high and 12.5 cm wide (approximately 3 by 5 inches).

Cataloging in publication data Same as Library of Congress cataloging in publication data.

Catchword title The distinctive part of the title of a book or other work, not the complete title. Used occasionally in dealers' or publishers' catalogs.

Changed title A title in a later edition or reprint of a book which differs from the title given when the book was originally published.

Charging The process of recording the loan of a book or other library material for home use.

Class number A number used to designate a specific division of a classification scheme whose notation consists wholly or in part of numerals.

Classification The grouping of materials by subject or form, usually according to a scheme utilizing numbers and letters.

Closed shelf Books or other library materials shelved in an area not open to the public.

Cockle A puckering effect of heat or humidity on paper or boards. To wrinkle or pucker.

Collate To examine the gathered signatures of a book in order to verify their full count and arrangement. To verify completeness, including plates, leaves, etc. Also used to assess damage and mutilation.

Compiler One who assembles a collective work, such as a book comprising articles by various authors.

Continuation A title issued in parts, all pieces other than the first becoming continuations or added volumes.

Copyright The exclusive right granted by a government to publish a work during a specified period of years; a protection against others copying it.

Corporate entry An entry under the name of society, institution, association, government department, or other organized body, for works issued in its name or by its authority. May be a main or added entry.

Cover title The title printed on the cover of the book.

Cross reference Same as Reference.

Cumulative index A periodical index which successively accumulates the entries of earlier issues or volumes into a single index.

Cutter number The initial letter of the author's last name plus the number taken from the Cutter or Cutter-Sanborn tables. It appears under the class number to make up the call number. It has been replaced, in many libraries using the Dewey Decimal classification system, by the first three letters of the author's last name.

Date due slip Paper form pasted in a library book, on which is stamped the expiration of the loan period. Used in connection with a "hand" charging system.

Deckle edge The rough edge on a sheet of paper where the pulp flowed under the frame while still liquid. (The frame which forms the border of a hand mold is called the deckle.)

Dedication An expression of homage on the part of the author to another person.

Descriptive cataloging The process of establishing the entries and providing the descriptive information which appears on catalog cards.

Dewey Decimal classification A classification scheme for books based on number notation devised by Melvil Dewey, which divides human knowledge into ten main classes, with further decimal subdivision.

Dictionary catalog A catalog, usually on cards, in which all the entries (author, title, subject, series, etc.) are arranged together in one alphabet.

Divided catalog A card catalog divided into two units—author-title and subject.

Dog Referred to in the used book trade as a common book of little value.

Drop ship To ship an order to one address (customer) while billing it to another (retailer).

Duplicate An additional copy of a book already in the library.

Easy book A book for young children, primarily illustrative.

Edition A distinctive text of a published work. Each new edition implies additions to, or other changes in, the text.

Editor One who prepares for publication a work or collection of works, not his own.

Elite type The smaller (12 characters per inch) of the two common styles of typewriter type. The other, pica, has 10 characters per inch.

Embossed Printed or stamped with raised letters or design on paper, cloth, leather, etc.

End papers Paper (white or colored, printed or unprinted) placed at the beginning and end of a book, one half being pasted to the inside of the cover.

Entry The word, name, or phrase under which the card is filed in the catalog, (main entry, added entry, author entry, title entry, series entry, subject entry, etc.).

Errata Errors discovered in a book after printing. Corrections are usually printed on a slip or a page and tipped in.

Expurgated An edition of a work from which certain original material considered objectionable has been removed.

Festschrift A complimentary or memorial publication, usually in the form of a collection of essays or addresses (often embodying the results of research) in honor of a person or institution.

Fiction In popular library usage, narrative prose literature, with events, characters, and scenes wholly or partly the product of the imagination, as novels and short stories.

File marking The placing of an L-shaped mark usually in front of the first letter of the main entry.

First indention A point where the main entry begins on the card.

Flat display A display of books featuring the front covers rather than the spines.

Flats Children's books, generally easy or picture books usually of large size but few pages.

Flyleaves The unprinted leaves in the front or back of a book that are not the end papers.

Font A complete assortment of types of one face and size.

Foxing A brown discoloration of paper; rust. Stains caused by chemical or metallic impurities in the paper.

Front matter The pages preceding the text of a book arranged in the following order: Bastard title or fly title, frontispiece, title page (with imprint and date of printing), copyright page, (with country where printed and number of printings if more than one), dedication, preface or forward, table of contents, list of illustrations, introduction, half title.

Each of these begins on a right or odd-numbered page, except the frontispiece (which faces the title page) and the copyright page (which is the verso of the title page).

If a list of books by the same author, or other books in the same series, is to be inserted, it is printed on the page facing the title. If there is a frontispiece, the list is on the verso of the bastard title.

Frontispiece An illustration facing the title page.

Galley proofs Proofs taken from type before it has been arranged in page form. Each proof shows the contents of one "galley" (a shallow storage drawer wide enough to hold one column of type and about 22 inches long).

Groove The depression between cover and spine of a binding, formed by the rounding and backing process.

Guard sheet A leaf of thin paper, usually with descriptive letterpress, inserted to protect and elucidate the plate or illustration which it accompanies.

Gutter margin (Back margin) The innerspace between two facing pages.

Half-title Title just preceding a section of text of a book and occupying a full page.

Halftone A print on which the lights and shades of the original photograph, drawing, or painting are reproduced by a series of almost invisible dots.

Hanging indention The form of a catalog card used when the title is the main entry and is the only line on the card coming to the first indention.

Hard bound (Hard cover) Bound in cloth or paper covered boards.

Head margin The blank space above the first line on the page.

Heading A name, word, or phrase placed at the beginning of the body of a catalog card to provide a point of access to the catalog.

Headline A line at the top of the page giving the title of the book or the subject of the chapter or of the page.

Holdings The library's collections.

Imprint Publication information about a work—place, date, and publisher—usually found at the foot of the title page.

In print Obtainable from the publisher.

Incunabula Books printed from movable metal type before 1501.

Indention Distance from the left side of the catalog card at which typing or printing begins.

Introduction A preliminary part of a book that states the subject and discusses its treatment in the book.

Index A detailed alphabetical list of names and subjects treated in the text with exact page references.

Invoice symbols The following symbols are often used on publishers' invoices:

C, OC Order cancelled
EX See explanation
NE, NEP New edition pending
NOP Not our publication, cannot supply
OP Out of print
OPP Out of print at present
OS Out of stock
NYP Not yet published
TOP Temporarily out of print
TOS Temporarily out of stock
W Will advise in a few days

Joint author A person partially responsible for the content of a publication; usually not the first named on the title page.

Leaf The part of a book containing two pages, one on each side.

Library binding A special form of bookbinding designed to withstand severe library use.

Library of Congress card A printed catalog card prepared by the Library of Congress and sold to libraries.

Library of Congress cataloging in publication data Descriptive cataloging and classification book information provided by the Library of Congress to publishers and printed on the verso of the title page.

Library of Congress Classification A system of classification for books, developed by the Library of Congress for its collections. It has a notation of letters and figures that allows for expansion.

Line (Mechanical processing line) A series of stations in a technical processing department in which books and other library materials are processed (spine labels, inside labels, pasting, etc.).

List price The price quoted in a publisher's catalog.

Main entry The basic entry on a catalog card, usually the author entry. The entry chosen for the main card.

Mechanical processes Non-technical work in the preparation of books and other library materials for use, such as collating, marking and pasting. This may also include typing spine labels, inside labels and cards.

Mint Term used in the antiquarian book trade to denote immaculate condition.

Mixed notation Letters and figures or other symbols, used in combination to represent the divisions of a classification scheme.

Monograph A systematic and complete treatise on a particular subject.

Music score Generally applied to all music that is complete in itself; a musical work in which the music for the participating voices or instruments appears on two or more staves one above the other.

Net (price) Not subject to discount or reduction.

Nonfiction Books other than novels and stories for children. Another term used is "subjects."

Notation A system of symbols, generally letters and figures, used separately or in combination, to represent the divisions of a classification scheme.

On approval A book sent by a publisher or dealer that may be returned if not wanted.

Open entry A catalog entry for a serial, series, set, etc., which has not yet completed publication. Certain information on the card is left incomplete.

Out of print Not obtainable through the regular market, since the publisher's stock is exhausted.

Out of stock Not available from the publisher until his stock is replenished.

Oversize book A book which, because of its larger format, cannot stand on the regular shelves.

Page One side of a leaf.

Pagination The figures used to number the pages of a book.

Periodical A publication with a distinctive title intended to appear in successive (usually unbound) numbers or parts at regular intervals.

Pica type The larger (10 characters per inch) of the two common styles of typewriter type. The other, elite, has 12 characters per inch.

Picture book (Easy book) A book, mostly pictures, for small children.

Prebind To bind a book in special heavy binding, usually from publishers' sheets, prior to library acquisition.

Plates Illustrations separately printed and inserted in a book when bound.

Pocket part A supplement to a book, brought out to update the book, and kept in a pocket provided at the back of the book.

Preface A note preceding the text of a book which states the origin, purpose, and scope of the work.

Preprints Copies of a book or sections of a book or periodical, usually paper bound, issued in a limited number and for some special purpose before publication day.

Process slip A slip of paper or card used by a cataloger in preparing information to be used in making catalog cards.

Processing Inclusive term for the work of acquiring, cataloging, preparing, and maintaining library materials.

Proper names Personal and geographic names.

Publishers' series A series of separate works by a publisher issued under a collective title, usually with some quality in common.

Rebind To have a book rebound for library use. Book that has been rebound.

Recto A right page of a book; also the front of a separate printed sheet. The left page and the reverse of a printed sheet is the verso.

Reference A direction from one heading or entry to another.

Remainders Publishers' overstocks of titles whose sale has slackened, offered at reduced prices through jobbers and booksellers.

Replacement A copy of a book to take the place of one lost or discarded.

Reprint To print a book again usually from the original plates. A book which is the same as an earlier one in content (the format may be the same or different).

Review copies (Advance copies) Gratis copies of a newly published work sent out by its publisher for review, notice, or record.

Revise To check or review work done. To correct.

Revised edition A book containing new or changed material.

Romanized title A title converted to a Roman-alphabet form from either a non-Roman alphabet or a non-alphabetic language.

Running title The title of the book repeated, usually at the head of each page.

See also reference A referral from a name or term which has been used to others which are related to it.

See reference A referral from a name or term not used to one used.

Sequel A work, complete in itself, but following in form or content after another. In fiction, a work continuing with the same characters, locale, etc.

Serial A publication or work issued in parts which may or may not be numbered (periodicals, newspapers, reports, bulletins, etc.).

Series Separate, independent works issued, usually at different times, under a collective title.

Series entry A catalog entry under the name of the series.

Series note A note on the catalog card identifying the individual work with the series.

Series title Name of the series to which a work belongs.

Set A work of two or more volumes.

Shaken A term used (in the antiquarian book trade) to describe defective copies of a book with loose sheets and binding or loose binding.

Shelf list A file of cards, each representing a different title, arranged in the same order as the books on the shelves.

Shelf reading Inspecting books on the shelves to insure correct arrangement.

Shorts Books not in a dealer's stock at the time an order is filled.

Signature A folded printed sheet forming one section of a book, usually 32 pages.

Slipcase A box designed to protect a book, covering it so that its back only is exposed.

Spine That part of the cover or binding which conceals the sewed or bound edge of a book, usually bearing the author and title.

Stacks Standing shelves for books; the shelved collection. Area in which materials are stored.

Standard title Same as Uniform title.

Standing order An order which holds good until filled; an order to supply each succeeding issue of an annual or serial, also known as a continuation order.

Subject analytic A heading or catalog entry identifying the subject of a part of a book.

Subject entry The catalog entry under a subject appearing at the top of the catalog card.

Subjects A descriptive term for non-fiction (e.g., adult subjects).

Subtitle The secondary or explanatory title following the main title.

Table of contents A list of preliminary sections, chapter titles, and other parts of a book, with references to pages on which they begin.

Tip in (Paste in) To paste a separate leaf, an illustration, or a signature into a book.

Title The name of a work. In cataloging, the statement on the title page identifying the individual publication. Full title includes author and additional information identifying the publication.

Title analytic A catalog entry under the title of a part of a publication.

Title entry The catalog entry under the title of the publication.

Title page A page at the front of the book which contains the full title and usually gives author's name, edition, publisher, place, and date of publication.

Tracings Items listed on the main entry catalog card (and in some libraries, also on the shelf list) indicating other catalog entries made for the same work.

Trade bibliography A list of books in print or for sale, compiled by a publisher or bookseller.

Trade book An edition of a book intended for sale through bookstores to the general public. Usually has an attractive book jacket.

Trade edition The edition of a book regularly printed and supplied by the publisher to booksellers, as distinguished from a textbook edition or a limited edition of the same book.

Transliterated title Same as Romanized title.

Transliteration A representation of the characters of one alphabet by those of another.

Uniform title The particular title by which a work that has appeared under varying titles is to be identified for cataloging purposes. Also called "Conventional title" (especially for musical works), "Filing title," and "Standard title."

Union catalog A catalog indexing the holdings of a library system.

Unit card One of a set of catalog cards, all of which are alike until the added entries are added at the top (e.g., Library of Congress card).

Variorum An edition of a work containing notes by various authors (cum notis variorum).

Verso The left page; the reverse of a printed sheet.

Wilson card A printed catalog card prepared by the H. W. Wilson Co. and sold to libraries. (It has no Library of Congress classification number or LC subject headings.)

Withdrawn book A work removed from a library's collections.

ABBREVIATIONS OF SELECTED BIBLIOGRAPHIC TERMS

AB	Antiquarian Bookman
BIP	Books in Print
BPR	Book Publishing Record (American Book Publishing Record)
CBI	Cumulative Book Index
CIP	Cataloging in publication
FB	Forthcoming Books
FOF	Filled order file
ISBD	International standard book description
ISBN	International standard book number
LC	Library of Congress
LC CIP	Library of Congress cataloging in publication
LJ	Library Journal
NUC	National Union Catalog
OOF	Outstanding order file
PBIP	Paperback Books in Print
PTLA	Publishers' Trade List Annual
PW	Publishers Weekly

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